10994: Data Analysis Fundamentals Using Excel®

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

The main purpose of this course is to give participants the ability to add analysis capabilities to Excel spreadsheets. It also provides participants with a foundation to learn about more advanced data analytics with Excel or Power BI®.

Target Audience

This course is intended for:

- Persons who want to take the data analysis technologies in Excel beyond formulas and add more advanced capabilities such as dashboards, hierarchies, and relationships.

Prerequisites

To attend this course, candidates must have:

- Basic knowledge of the Microsoft® Windows® operating system and its core functionality.
- Advanced working knowledge of Excel spreadsheets including formulas.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Create an Excel report.
- Create an Excel table.
- Create a pivot table and pivot chart.
- Create a dashboard and analyse data.
- Create Hierarchies.
- Create an Excel data model and connect it to external data.

Microsoft Partner

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Course Topics

Module 1: Reporting in Excel
- Filtering and Formatting Data
- Charts

Module 2: Excel Tables
- Excel Data Tables
- Summarizing Data

Module 3: Pivot Tables and Pivot Charts
- Pivot Tables
- Pivot Charts
- Editing Pivot Tables and Pivot Charts

Module 4: Dashboards
- Creating a Dashboard
- Data Analysis in Excel Pivot Tables

Module 5: Hierarchies
- Hierarchies
- Time Data

Module 6: The Excel Data Model
- Using an Excel Data Model
- External Data

LABS INCLUDED

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