10994 Data Analysis Fundamentals using Excel

Course Overview

The main purpose of the course is to give students the ability to add analysis capabilities to Excel spreadsheets and to provide students with a foundation to learn about more advanced data analytics with Excel or Power BI.

Who Should Attend

This course is intended for anyone who wants to take the data analysis technologies in Excel beyond formulas, and add more advanced capabilities, such as dashboards, hierarchies, and relationships.

Course Objectives

After completing this course, students will be able to: Create an Excel report; Create an Excel table; Create a pivot table and pivot chart; Create a dashboard and analyze data; and Create Hierarchies.

Course Outline

1 REPORTING IN EXCEL
   Filtering and Formatting Data
   Charts
   Lab : Create an Excel report

2 EXCEL TABLES
   Excel Data Tables
   Summarizing Data
   Lab : Create an Excel Table

3 PIVOT TABLES AND PIVOT CHARTS
   Pivot Tables
   Pivot Charts
   Editing Pivot Tables and Pivot Charts
   Lab : Importing Data from a CSV File

4 DASHBOARDS
   Creating a Dashboard
   Data Analysis in Excel Pivot Tables
   Lab : Create a Dashboard

5 HIERARCHIES
   Lessons
   Hierarchies
   Time Data
   Lab : Creating Hierarchies

This is a 2-day class

Upcoming Dates

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View All Course Dates & Register Today
6 THE EXCEL DATA MODEL

Using an Excel Data Model
External Data
Lab: Explore an Excel Data Model