Introduction to Data Analysis using Excel

Modality: On Demand

Duration: 16 Hours

About this course:

The capacity to examine information is an incredible aptitude that encourages you to settle on better choices. Microsoft Excel is one of the top instruments for information investigation and the built-in pivot tables are apparently the most famous analytic apparatus.

You will figure out how to perform information analysis using Excel's most famous features in this course. You will figure out how to make pivot tables from a range with columns and rows in Excel. You will see the intensity of Excel turns in action and their capacity to abridge information in adaptable manners, enabling speedy investigation of information and producing important insights from the amassed information.

You ought to have an essential understanding of creating formulas and how cells are referenced by columns and rows within Excel to take this course. Whenever required, you can find many assistance points on Excel at the Microsoft Office Support Site. You are free to utilize any bolstered adaptation of Excel you have installed on your PC, nonetheless, the instructions are as per the Excel 2016. You will be unable to finish all activities as exhibited in the lessons however workarounds are given in the lab instructions or Discussion gathering. Please note that Excel for Mac doesn't bolster a significant number of the highlights showed in this course.

Course Objective:

- Make flexible data aggregations with pivot tables
- Characterize data visually utilizing pivot charts
- Margins calculation and other common ratios using calculation on the pivot table
- Filter data with the help of slicers in multiple pivot tables
- Make aggregate reports with the techniques of formulas

Audience:

Excel Users

Prerequisite:

No prerequisite required for this course

Course Outline:

1. Introduction to Reporting in Excel

- Lecture
- Knowledge Checks
- Lab

2. Excel Tables

- Lecture
- Knowledge Checks
- Lab

3. Basic Pivot Tables

- Lecture
- Knowledge Checks
- Lab

4. Dashboards

- Lecture
- Knowledge Checks
- Lab

5. Profitability Analysis and Finding Anomalies

- Lecture
- Knowledge Checks
- Lab

6. Comparing Year over Year in Pivot Tables

- Lecture
- Knowledge Checks
- Lab

7. Reporting Hierarchical Data

- Lecture
- Knowledge Checks
- Lab

8. Introduction to multi-table pivot tables and the data model

- Lecture
- Knowledge Checks
- Lab

Course Wrap-up

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