Data Analysis Fundamentals using Excel (MS-10994)

Modality: Virtual Classroom

Duration: 2 Days

SATV Value: 2

About this course:

The main reason for the course is to enable understudies to add investigation capacities to Excel spreadsheets and to give understudies an establishment to learn further developed information examination with Excel or Power BI.

Course Objective:

- Create an Excel report
- Create Hierarchies
- Filtering Excel Data
- Formatting Excel Data
- Create excel Charts
- Create a pivot table and pivot chart
- Explain pivot tables and how to create them.
- Define the various elements of a pivot chart.
- Edit pivot tables and pivot charts.
- Explain what Excel Data tables are.
- Sort, filter, and validate data.
- Summarize data.
- Format summarized data.
- Create an Excel table
- Create a dashboard and analyze data
- Describe the dashboard.
- Filter data using a slicer.
- Add calculated columns to a dashboard.
- Find anomalies.
- Create a model of Excel data and connect to external data
- Explain an Excel Data Model and how to use it.
- Import External Data and use it.
- Link out to external data.

Audience:

This course is designed for any individual who needs to take the information analysis innovations in Excel beyond formulas and include further developed capacities, for example, hierarchies, dashboards, and connections.

Prerequisite:

Prior to attending this course, understudies must have:

Fundamental information on the MS Windows operating framework and its main usefulness.

Propelled working information on Excel spreadsheets including formulas.

Course Outline:

Module 1: Reporting in Excel

This module explains how to create a report in Excel

Lessons

- Filtering and Formatting Data
- Charts

Lab: Create an Excel report

- Filtering Excel Data
- Formatting Excel Data
- Create excel Charts

After completing this module, students will be able to:

- Filter and format data.
- Create charts.

Module 2: Excel Tables

This module explains how to create data tables in Excel

Lessons

- Excel Data Tables
- Summarizing Data

Lab: Create an Excel Table

- Create an Excel Table
- Summarize Excel Data

After completing this module, students will be able to:

- Explain what Excel Data tables are.
- Sort, filter, and validate data.
- Summarize date.
- Format summarized data.

Module 3: Pivot Tables and Pivot Charts

This module describes pivot tables and pivot charts and how to work with them.

Lessons

- Pivot Tables
- Pivot Charts
- Editing Pivot Tables and Pivot Charts

Lab: Importing Data from a CSV File

- Creating a Pivot Table
- Creating a Pivot Chart
- Editing Pivot Tables and Pivot Charts

After completing this module, students will be able to:

- Describes pivot tables and how to create them.
- Describe the various elements of a pivot chart.
- Edit pivot tables and pivot charts.

Module 4: Dashboards

This module describes Excel dashboards, how to create them and the role in data analysis in Excel pivot tables.

Lessons

- Creating a Dashboard
- Data Analysis in Excel Pivot Tables

Lab: Create a Dashboard

- Arranging Tables and Charts
- Slicing Data
- Data Analysis

After completing this module, students will be able to:

- Describe the dashboard.
- Filter data using a slicer.
- Add calculated columns to a dashboard.
- Find anomalies.

Module 5: Hierarchies

This module describes hierarchies and time data.

Lessons

- Hierarchies
- Time Data

Lab: Creating Hierarchies

- Create a Hierarchy
- Configure Time data
- Create an Animated Time Chart

After completing this module, students will be able to:

- Describes hierarchies.
- Create levels within a hierarchy.
- Explain why time is different and how to work with it.

Module 6: The Excel Data Model

This module explores the Excel data model and looks at ways of extending it.

Lessons

- Using an Excel Data Model
- External Data

Lab: Explore an Excel Data Model

- Add Multiple Tables
- Create Relationships
- Add External Data

After completing this module, students will be able to:

- Explain an Excel Data Model and how to use it.

- Import External Data and use it.
- Link out to external data.