

Data Analysis Fundamentals using Excel (MS-10994)

Modality: Virtual Classroom

Duration: 2 Days

SATV Value: 2

CLC:

NATU:

SUBSCRIPTION: Master

About this course:

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 more advanced data analytics with Excel or Power BI.

Course Objective:

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
- Create Hierarchies
- Create an Excel data model and connect to external data

Audience:

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.

Prerequisite:

Before attending this course, students must have:

- Basic knowledge of the Microsoft Windows operating system and its core functionality.
- Advanced working knowledge of 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 data.

- 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.

