



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Data Analysis and Visualization with Microsoft® Excel®

Duration: 2 Days

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

Course Description

Analysing data to find issues, insights, and opportunities is now a critical part of many job roles. Beyond the analysis, data analysts in all job roles must be able to effectively present and communicate their findings in visually compelling ways. Microsoft Excel is designed for this purpose. This course will show participants how to use Excel to connect to a wide range of data sources, perform robust data analysis, and create diverse and robust data-backed visualizations to show insights and trends, and create reports. At the end of this course, these capabilities will enable participants to turn data into thoughtful action.

Target Audience

This course is intended for:

- Persons who wish to perform robust and advanced data and statistical analysis with Microsoft Excel using tools such as PivotTables, Power Pivot, and the Data Analysis ToolPak.

Prerequisites

To attend this course, candidates must have:

- Foundational knowledge and skills in Excel or have completed the following course:
 - *Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1*

Course Objectives

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

- Perform data analysis fundamentals.
- Visualize data with Excel.
- Get and transform data.
- Analyse data with PivotTables.
- Perform statistical analysis.
- Analyse data with formulas and functions.
- Present visual insights with dashboards in Excel.
- Create a geospatial visualization with Excel.
- Model and analyse data with Power Pivot.
- Present insights with reports.



Course Topics

Module 1: Data Analysis Fundamentals

- Introduction to Data Science
- Create and Modify Tables
- Sort and Filter Data

Module 2: Visualizing Data with Excel

- Visualize Data with Charts
- Modify and Format Charts
- Apply Best Practices in Chart Design

Module 3: Analysing Data with Formulas and Functions

- Analyse Data with Formulas and Named Ranges
- Analyse Data with Functions
- Implement Data Validation, Forms, and Controls
- Create Conditional Visualizations with Lookup Functions

Module 4: Analysing Data with PivotTables

- Create a PivotTable
- Analyse PivotTable Data

Module 5: Presenting Visual Insights with Dashboards in Excel

- Visualize Data with Pivot Charts
- Filter Data Using Slicers and Timelines
- Create a Dashboard in Excel

Module 6: Creating Geospatial Visualizations with Excel

- Create Map Charts in Excel
- Customize Map Charts in Excel

Module 7: Performing Statistical Analysis

- Visualize Trendlines and Sparklines with Excel
- Analyse Data with the Data Analysis ToolPak

Module 8: Getting and Transforming Data

- Connect to Data with Queries
- Clean and Combine Data
- Shape and Transform Data

Module 9: Modelling and Analysing Data with Power Pivot

- Install Power Pivot in Excel
- Create Data Models with Power Pivot
- Create Power Pivots
- Perform Advanced Data Analysis and Visualization

Module 10: Presenting Insights with Reports

- Plan a Report
- Create a Report

ACTIVITIES INCLUDED

