

10994 Data Analysis Fundamentals using Excel

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.

Target 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.

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
- Create Hierarchies
- Data Analysis Fundamentals using Excel

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

Hierarchies
Time Data
Lab : Creating Hierarchies

6 - The Excel Data Model

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