10994: Data Analysis Fundamentals using Excel (2 Days)

Course 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.

Audience profile

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.

Class Prerequisities

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.

Skills gained

- Create an Excel report
- Create an Excel table
- Create a pivot table and pivot chart
- Learn to create a dashboard and analyze data.
- Learn to create Hierarchies.
- Learn to create an Excel data model and connect to external data.

COURSE OUTLINE

Module 1: Reporting in Excel
This module explains how to create a report in Excel
- Filtering and Formatting Data
- Charts

Module 2: Excel Tables
This module explains how to create data tables in Excel
- Excel Data Tables
- Summarizing Data

Module 3: Pivot Tables and Pivot Charts
This module describes pivot tables and pivot charts and how to work with them.
- Pivot Tables
- Pivot Charts
- Editing 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.
- Creating a Dashboard
- Data Analysis in Excel Pivot Tables

Module 5: Hierarchies
This module describes hierarchies and time data.
- Hierarchies
- Time Data

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