



10994 Data Analysis Fundamentals using Excel

Course ID #: 1411-768-16-W

Hours: 14

Course Content

Course Description:

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.

At Course Completion:

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

Prerequisites:

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.

Target Student:

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.

Delivery Method:

This course is delivered through a mix of instructor-led training (ILT) and hands-on labs.



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Topics:

Module 1: Reporting in Excel

This module explains how to create a report in Excel

Lessons

- Filtering and Formatting Data
- Charts

Completing this module, allows you 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

Completing this module, allows you 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

Completing this module, allows you to:

- Describe 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

Completing this module, allows you to:

- Describe a 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

Completing this module, allows you to:

- Describe hierarchies.
- Create levels within a hierarchy.
- Explain why time data 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

Completing this module, allows you to:

- Explain an Excel Data Model and how to use it.
- Import External Data and use it.
- Link out to external data.