Excel 2016 Data Analysis

Course ID #: 0200-405-16-W

Hours: 7

Course Content

Course Description:

In this course, you will cover creating and modifying table elements, adding and deleting records and fields, and using Data forms and Slicers with table data. You will import data from Access and Excel objects as well as text file types. Proper data management will be discussed to determine structure requirements, sorting, filtering, using flash fill, auto filter and advanced filtering features. The database functions will allow the user to extract data from a large list of content with precision based on specific criteria. Finally, the data modeling features will examine how to take spreadsheet data and create one to many relationships which will expand the functionality of a pivot table for a greater understanding of the data.

Prerequisites:

Excel Level 1, Excel Level 2 or equivalent knowledge.

Topics:

Lesson 1: Tables
- Tables
- Creating a Table
- Using Home Tab
- Using the Insert Tab
- Using the Quick Analysis Tool
- Table Components
- Records and Fields
- Resizing A Table
- Using the Resize Handle
- Resizing a Table Using the Design Ribbon
- Adding Fields
- Using the Right Click Insert Menu
- By Selecting an Adjacent Column
- Using the Ribbon
- Adding Records
- Adding Records Inside the Table
- Adding Records at the End of the Table
- Deleting Records or Fields
- The Total Row
- Adding a Total Row

- Hiding the Total Row
- Using the QAT to Create a Total RowData Forms
- Adding the Form Tool to the QAT
- Using a Form to Enter Records
- Slicers
- Adding Slicers to a Table
- Formatting the Slicer
- Using the Slicer
- Clearing a Slicer Filter
- Closing or Deleting a Slicer

Lesson 2: Importing Data
- Importing Data from other sources
- Using Excel and Access
- Creating a Table from an Access Object
- Using the Data Ribbon
- Setting the Refresh Properties
- Importing Data Using the Microsoft Query Connection.46
- Setting up a Querry Connection

- Importing Data from a Text File
- Opening A Text File in Excel
- Importing a Text file into a Workbook

Lesson 3: Data Management
- Understanding Structured Data
- Guidelines for Data Structure
- Cleaning Up Raw Data
- Removing Blank Rows
- Removing Blank Rows
- Removing Duplicates
- Remove Duplicates
- Conditional Formatting
- Using Conditional Formatting To Find Duplicates
- Comparing Two Lists With Conditional Formatting
- Sorting Data
- Applying a Simple Sort
- Basic Sorting in a Table
- Sorting on Multiple Fields
- Flash Fill
- Flash Fill to Combine or Separate Data
- AutoFilters
- Basic Filtering
- Custom AutoFilters
- Creating a Custom AutoFilter
- Using the Search Feature
- Using Wildcards
- Clearing Filters
- Advanced Filter
- Using an Advanced Filter
- Clearing the Filter
- Copying Filtered Records
- Copying Filtered Records to a New Location

Lesson 4: Database Functions
- Database Functions
- Basic Syntax of D-Functions
- Creating a D-Function Formula
- Entering the Function Manually
- Expanding D-Functions
- Adding Drop-down Menu's
- Data Validation Lists

Lesson 5: Data Modeling
- Data Modeling
- Enabling Power Pivot
- Understanding Relationships
- Relational Databases
- Preparing the Tables
- Structuring the Data
- Convert the Data to a Table
- Rename the Table
- Creating Relationships
- Find the Related Data
- Creating Relationships
- Managing the Data Model
- To Open Excel's Power Pivot window
- Power Pivot Views
- Adding a New Connection
- Creating PivotTables
- Creating PivotTables
- Working with a PivotTable
- Adding a Calculated Column
- Inserting a Function column