



Excel 365 Data Analysis

Course ID #: 7000-1057-ZZ-Z

Hours: 7

Delivery Method: Instructor-Led Classroom

Virtual or In-Person

Course Content

Description:

In this course, you will cover: 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.

Objectives:

Upon successful completion of this course, students will:

- Create, Edit and Work with Tables
- Use Data Forms
- Use Power Query
- Use Database Functions
- Learn Data Modeling
- Create PivotTables

Prerequisites:

Excel Level 1 & 2 or equivalent knowledge.

Target Audience:

Recommended to anyone working with data for data analytics or creating reports in Excel.

Topics:

Lesson 1: Tables

- Tables
- Creating a Table
- Table Components
- Records and Fields
- Resizing A Table
- Adding Records
- Deleting Records or Fields
- The Total Row
- Adding a Total Row
- Hiding the Total Row
- Using the QAT to Create a Total Row
- Data Forms
- Adding the Form Tool to the QAT
- Using a Form to Enter Records
- Slicers



Excel 365 Data Analysis

Course ID #: 7000-1057-ZZ-Z

Hours: 7

Delivery Method: Instructor-Led Classroom
Virtual or In-Person

Lesson 2: Power Query

- Intro to Power Query
- Get & Transform Data
- Navigator
- Power Query Editor
- Data Management
- Introduction to Power Query Formulas
- Data from Another Workbook
- Data from CSV files
- Data from Database

Lesson 3: 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 4: 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

Register for this class by visiting us at:

www.tcworkshop.com or by calling us at 800-639-3535

NASBA CPE details are provided on the following pages.



Excel 365 Data Analysis

Course ID #: 7000-1057-ZZ-Z

Hours: 7

Delivery Method: Instructor-Led Classroom
Virtual or In-Person

NASBA Information

Level: Intermediate

Advanced Preparation: Take Excel Levels 1 and 2

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software & Applications

Recommended CPEs: 7.80

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

Official National Registry Statement:

The Computer Workshop is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credits. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org

NOTE: Since our information is in multiple places on our website or in PDF format that is sent to clients, we have provided our normal course content with the NASBA Information added along with links to our policy page on the web. We will add our name to the Official National Registry Statement after we are approved.