

MICROSOFT EXCEL

For Data Analysis & Visualisation

SUITABLE FOR

Delegates who have a good knowledge of using Microsoft Excel, and wish to learn about some of the more complex features for data analysis and data visualisation within Excel. This course is suitable for Excel versions 2010 and newer.

AIM OF THE COURSE

To introduce the more advanced analysis & formatting features of Microsoft Excel and provide an opportunity to practice working with those features.

COURSE CONTENT

- Brief Recap on Range Names & a Few Shortcuts (Topics Required for this Course)
- Data Analysis Overview (Pivot Tables, Pivot Charts, Slicers)
- Creating & Using Data Tables
- Creating & Using Dashboards – Visualising Data In Excel
- Importing Data
- Queries
- PowerPivot
- Importing Data from Databases
- Importing Data from Multiple Files
- Using DAX Functions
- Q & A Session on any aspects of Microsoft Excel

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 2 days
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.