

## Data Analysis and Visualization with Microsoft Excel

### Overview

Analyzing data to find issues, insights and opportunities, is now a critical part of many job roles. Beyond the analysis, data analysts in all job roles must be able to effectively present and communicate their findings in visually compelling ways. Microsoft® Excel® is designed for this purpose. Excel can connect to a wide range of data sources, perform robust data analysis and create diverse and robust data-backed visualizations to show insights, trends, and create reports. These capabilities enable people who use Excel for data analysis to turn data into thoughtful action.

### Prerequisite Comments

To ensure success, you should have baseline skill using Microsoft Excel worksheets, particularly in creating workbooks with formulas and function

### Target Audience

This course is designed for students who already have foundational knowledge and skills in Excel and who wish to perform robust and advanced data and statistical analysis with Microsoft Excel using PivotTables, use tools such as Power Pivot and the Data Analysis ToolPak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel.

### Course Objectives

In this course, you will analyze and visualize data using Microsoft Excel and associated tools. You will:

- Perform data analysis fundamentals.
- Visualize data with Excel.
- Analyze data with formulas and functions.
- Analyze data with PivotTables.
- Present visual insights with dashboards in Excel.
- Create geospatial visualization with Excel.
- Perform statistical analysis.
- Get and transform data.
- Model and analyze data with Power Pivot.
- Present insights with reports.

[Register Online](#)

### Schedule

Class Length: 2 Days

G2R = "Guaranteed to Run"   OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
08/16/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$590.00
12/06/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$590.00

## Course Outline

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### 1 - Data Analysis Fundamentals

Introduction to Data Science  
Create and Modify Tables  
Sort and Filter Data

### 2 - Visualizing Data with Excel

Visualize Data with Charts  
Modify and Format Charts  
Apply Best Practices in Chart Design

### 3 - Analyzing Data with Formulas and Functions

Analyze Data with Formulas and Named Ranges  
Analyze Data with Functions  
Implement Data Validation, Forms, and Controls  
Create Conditional Visualizations with Lookup Functions

### 4 - Analyzing Data with PivotTables

Create a PivotTable  
Analyze PivotTable Data

### 5 - Presenting Visual Insights with Dashboards in Excel

Visualize Data with PivotCharts  
Filter Data Using Slicers and Timelines  
Create a Dashboard in Excel

### 6 - Creating Geospatial Visualizations with Excel

Create Map Charts in Excel  
Customize Map Charts in Excel

### 7 - Performing Statistical Analysis

Visualize Trendlines and Sparklines with Excel  
Analyze Data with the Data Analysis ToolPa

### 8 - Getting and Transforming Data

Connect to Data with Queries  
Clean and Combine Data  
Shape and Transform Data

## 9 - Modeling and Analyzing Data with Power Pivot

Install Power Pivot in Excel  
Create Data Models with Power Pivot  
Create Power Pivots  
Perform Advanced Data Analysis and Visualization

## 10 - Presenting Insights with Reports (Optional)

Plan a Report  
Create a Report

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