

Data Analysis and Reporting in Excel Training

Duration: 2 Days

Description

Data analysis involves examining, interpreting, cleaning, modeling and transforming data to identify useful information and support conclusions and decisions.

This program develops skills for preparing daily, weekly and monthly reports, supporting teams with different analyses, measuring financial records and selecting analytical methods.

Accurate and timely reporting requires effective analysis and interpretation. The course focuses on developing solutions for fast, accurate work with large datasets and long-term analyses.

What Will You Learn?

Analyzing, reporting and interpreting data are increasingly important workplace skills. Understanding relational database concepts provides deeper insight into reports and supports the use of reporting software and business intelligence applications.

Who Should Attend?

- Management Information Systems (MIS) and reporting staff, and professionals who produce detailed reports in other departments
- Participants who want to manage work more effectively, improve productivity and perform accurate analysis and reporting for themselves or their organizations

Outline

Working with Data

- Data entry methods
- Working with custom lists
- Editing data: text to columns and removing duplicate records
- Data validation for controlling data entry
- Advanced sorting and filtering
- Subtotals

Frequently Used Excel Functions

- IF, AND, OR, VLOOKUP, IFERROR and MATCH
- Practical examples

Data Visualization and Charts

- Conditional formatting
- Choosing the right chart for the data
- Creating forecast charts
- Advanced chart techniques

PivotTables and Advanced Uses

- Understanding PivotTable logic
- Creating formulas with calculated fields
- Comparing values to support decisions
- Analyzing performance by region and product
- Effective use of grouping
- PivotCharts
- Slicers and advanced slicer features
- Timelines
- Using slicers and timelines with charts

Using PowerPivot

- Understanding the PowerPivot interface
- Loading data
- Understanding relationships
- Creating calculated columns and fields
- Creating PivotTables
- Adding and using DAX functions
- Understanding hierarchies

Working with Microsoft SQL Server and Access

- Connecting to Microsoft Access
- Accessing an Access table directly and through a query
- Connecting to Microsoft SQL Server
- Accessing SQL Server tables through queries
- Creating PivotTables from Access and SQL Server
- Importing Excel tables into Access

Prerequisites

Participants should have completed advanced Microsoft Excel training or have equivalent knowledge.