

## [AV234-MDAE]: Modern Data Analysis in Excel

Length	: 16 Hours
Audience(s)	: Professionals, Managers and Executives
Technology	: Microsoft Excel 365
Delivery Method	: Classroom /Virtual Training

### Course Overview

This course is specially designed for existing users of Microsoft Excel who want to import, manage, and transform data from single or multiple sources and create reports in Excel with Office Excel 365.

### Audience Profile

Information workers using Microsoft Excel focusing on data management, analysis and reporting.

### At Course Completion

Participants will gain an understanding of the importance of managing the quality of data that they are working with. They will learn skills on cleaning and transforming data to remove noise. They will also be able to work with data relationships to link multiple datasets together for use later. They will be able to create reports using PivotTables or any other visualization tools. They will then load and present the analysis into the Excel worksheet.

### Pre-Requisites

Participants need to have basic computer operating system skills and intermediate working knowledge in using Microsoft Excel. Knowledge of PivotTables and charting is beneficial. Course will be delivered using Excel 365 however Excel 2016 Professional Plus is supported.

### Course Outline

#### Module 1: Introduction to the Modern Data Analysis Tools in Excel

- Understanding how data can be imported, analyzed and displayed in Excel

#### Module 2: Connect Data from Multiple Sources

- Creating and editing a simple query to start Query Editor
- Getting external data from common data import sources
- Importing data from CSV files, text files, Excel files, other file types
- Working with folders and multiple files

#### Module 3: Transform and Shape Data with Power Query

- Prepare data for analysis
- Shape the initial data
- Cleanup messy data
- Combine data

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## **Module 4: Loading Data**

- Close & Load to Settings

## **Module 5: Modeling Data with PowerPivot**

- Create table relationships
- Create calculated columns, measures and KPI
- Create hierarchies

## **Module 6: Building Interactive Report Visualizations**

- Key features of data visualization tools
- Create and manipulate Pivot Tables and Pivot Charts
- Add slicer and timeline filters
- Create dashboards

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