

[EX02-200-2016]: Analysis with Excel 2016

Length	: 1 Day
Audience(s)	: Excel users with experience using spreadsheets, ready to apply data analysis to their workbooks
Delivery Method	: Instructor-led (Classroom)

Course Overview

Excel has powerful analysis tools such as Pivot Tables and charts. These provide a visual and interactive way to analyse and present your data in meaningful ways. Participants will learn these to understand and apply analysis concepts in this one-day course.

Audience Profile

- Basic Excel usage and operating concepts
- Able to use a Microsoft Windows computer

Course Outline

Module 1: Working with Charts

Lessons

- Creating a Chart
- Styling Charts with the Design Tab
- Modifying Charts with the Layout Tab
- Additional Styling with the Format Tab
- Manipulating a Chart
- Changing the Type of Chart
- Changing the Source Data
- Adding and Editing Chart Elements
- Saving a Chart as a Template
- Creating charts with Quick Analysis

Module 2: Adding Sparklines

Lessons

- What are Sparklines
- Adding and Removing Sparklines
- About the Sparklines Tools Tab
- Editing Sparklines
- Setting Sparkline Options

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Module 3: Working with Pivot Tables**Lessons**

- Creating and Formatting Pivot Data
- Creating PivotTable Based on External Data
- Filtering and Sorting Data
- Filtering with Slicer
- Grouping Data
- Editing Data Source
- Refreshing Data
- Modifying Fields and Labels
- Modifying Values
- Using the Layout Group on the Design Tab
- Applying Styles to Pivot Table
- Performing Calculations in a PivotTable

Module 4: Working with Pivot Charts**Lessons**

- Creating and Formatting Pivot Charts

Module 5: WHAT-IF Analysis**Lessons**

- Creating and Editing Scenarios
- Merging Scenarios
- Creating a Scenario Summary Report
- Working with Goal Seek

Module 6: Using Excel as A Database**Lessons**

- Using Auto Filter
- Creating a Custom Auto Filter
- Using Advanced Filter
- Copying Filtered Records
- Filtering with Wildcard Characters
- Get External Data Commands
- Validating your Data
- Creating Automatic Subtotals

Module 7: Macros**Lessons**

- Recording a Macro
- Running a Macro
- Saving Macro as Macro Enable Workbook
- Assigning a Keystroke to a Macro
- Copying a Macro from a Workbook

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