

## EX02-200-2019: Analysis with Excel 2019

Length : 1 day  
Audience(s) : 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. You will learn these to understand and apply analysis concepts in this one day course.  
Technology: Excel 2019  
Delivery Method: Instructor-led (classroom)

### Course Overview

Excel Formula and Functions provide a powerful way to carry out automate calculations on your data and streamline your work. You will learn in detail, how basic operators and functions work, some common types of functions available and their applications.

**Pre-Requisites** : Basic Excel usage and operating concepts. Able to use a Microsoft Windows computer.

### Course Outline

#### SECTION 1: CHARTING

Introduction To Charts  
Creating Charts  
Editing Charts  
Move Charts  
Saving a Chart as a Template  
Creating Charts with Quick Analysis  
Sparklines

Data Validation

#### SECTION 5: USING MACROS

Overview Of Macros

#### SECTION 2: PIVOT TABLE

Introducing to Pivot Tables  
Creating a Pivot Table  
Manipulating Data  
Formatting Pivot Tables  
Sorting Data in a Pivot Table  
Filtering Data in a Pivot Table  
Grouping Data in a Pivot Table  
Performing Calculations in a Pivot Table  
Creating and Manipulating Pivot Charts

#### SECTION 3: WHAT-IF ANALYSIS

Overview of What-If Analysis  
Goal Seek  
Scenario Manager

#### SECTION 4: WORKING WITH LISTS

Fill Data  
Sorting Data  
Filtering Data  
Summarizing  
Data

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