

MICROSOFT EXCEL DATA ANALYSIS EXPERT



An **SGS** Company

This course has been developed for anyone wanting to take their analysis of data in Excel further. Learn how to clean data using Power Query, how to combine data sources and build a data model using Power Pivot and analyse data by building a dashboard.



Prerequisites

Participants will need to have attended or be familiar with all the topics covered in the Microsoft Excel Advanced course, including working with named ranges, tables, and basic PivotTables.

Expected outcomes

- Perform simple statistical analysis of data using the Analysis Toolpak
- Use data forecasting tools such as forecast sheets, goal seek, scenarios and Solver
- Get data from external sources and transform (clean) the data using Power Query
- Combine multiple data sources using Power Pivot to build a data model
- Understand the relationship between Excel and Power BI

Analysis ToolPak

- Enabling the Analysis ToolPak
- Descriptive statistics
- Correlation

Data Forecasting

- Forecast sheet
- Goal seek
- Scenarios
- Solver

Power Query

- Create a new query from data
- Queries & connections pane
- Create a web query
- Working with Power Query Editor
- New query from text
- Adding columns
- Applied steps
- Transform data
- Unpivot data

- Merging queries
- Manually loading data
- Change or update source data

Power Pivot

- Relational data - overview
- Enabling the Power Pivot add-in
- Building a data model from external sources
- Create relationships
- Create a PivotTable using the Data Model
- Appending data
- Add to the data model via Power Query
- Formatting columns
- Creating calculated columns
- Creating calculated measures
- Date tables
- Creating a dashboard
- Setting connections to refresh on open
- Power Pivot lab exercise

Power BI Desktop

- Getting started
- Power BI Desktop components
- Getting data
- Navigating the views
- Create a report
- Report interactivity
- Distributing a report

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

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