

# MICROSOFT EXCEL DATA ANALYSIS EXPERT

Analyse and refine data using Power View, Power Map, Power Pivot and Get and Transform. (Power Query).



## 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

- Use Power View to examine and analyse data.
- Perform a variety of analytical tasks using Power Pivot.
- Import and refine data with Get and Transform.
- Analyse location-based data in Power Map.

## Power View

- understand Power View
- enable Power View
- add Power View to the Ribbon
- create a Power View sheet
- work with a Power View object and fields
- rearrange and sort fields
- work with measure fields
- format Power View data
- tiling data in Power View
- filter in Power View
- switch visualisations
- add more Power Views
- add titles and images
- update a Power View report

## Power Pivot

- understand Power Pivot
- understand relational data
- enable Power Pivot
- connect to a data source
- work with the data model
- work with data model fields

- change a Power Pivot view
- create a data model Pivot Table
- use related Power Pivot fields
- create a calculated field
- create a concatenated field
- format data model fields
- use calculated fields
- create a timeline
- add slicers

## Get and Transform (Power Query)

- understand Get and Transform
- understand the navigator pane
- create a new query from a file
- create a new query from the web
- using the query editor
- manage data columns
- reduce data rows
- add a data column
- transform data
- edit query steps

- merge queries
- work with merged queries
- save and share queries
- the advanced editor

## Power Map

- understand Power Map
- create a Power Map tour
- work with location fields
- work with mapping confidence
- work with height and category fields
- filter data
- navigate a data map
- change the look
- layers
- create scenes
- scene options
- time settings
- view and edit a tour
- export a tour as a video

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