

# Microsoft Excel Data Analysis



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## Course Overview

Data is the new currency but analysing it in MS Excel has many challenges. In this intermediate course we look at a range of functions that can help us automate the process of cleaning and transforming the data, so it is ready for analysis.

We will also look at using tables to automate processes and perform simple analysis. We will then link data sets using lookup functions and finally use pivot tables and pivot charts to perform a more detailed analysis which we will present in a dashboard.

## Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3-hour virtual programs.

## Course Objectives

- Automate the cleaning and transformation of data using text functions, data type conversions, and date functions.
- Learn to utilise Aggregation Functions, applying naming ranges and use functions like SUMIFS and COUNTIFS for effective data analysis.
- Gain skills to convert data ranges into tables, customise them, and automate processes using sorting, filtering, and slicers.
- Create and modify pivot tables and pivot charts to perform detailed analyses and present findings in interactive dashboards.

## Course Outline

### Clean and Transform Data

Joining text & changing case  
splitting text values  
Cleaning and replacing text values  
Converting data types  
Date functions for data enrichment

### Aggregation Functions

Naming Ranges  
SUMIFS and COUNTIFS

### Tables

Converting from a range to a table  
Customising tables and  
working with the total row  
Sorting and Filtering table data  
Slicers  
Automating processes with tables

### Look Up Function

VLOOKUP range lookup  
VLOOKUP exact match

### Pivot Tables

Analyse data with Pivot table reports  
Modify calculations within Pivots  
Change the formatting of PivotTables  
Group, sort and filter within Pivot Tables

### Interactive Dashboards

Dashboard design  
Create and add Pivot Charts  
customise Pivots  
Add interactive filters using slicers  
Themes, graphics and hyperlinks



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