

COURSE OVERVIEW

Course Name:
Microsoft Excel 2016:
Data Analysis

COURSE DURATION: 2 Days

Gauteng:

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Melrose Arch
Johannesburg
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Gauteng:

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Cape Town:

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COURSE OVERVIEW

This course builds upon the foundational knowledge presented in the Microsoft Office Excel 2016 Essentials course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organisational intelligence. The ability to analyse data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that can compete at a high level.

COURSE OBJECTIVES

To create and develop Excel worksheets and workbooks to work with and analyse the data that is critical to the success of your organization.

You will

- Work with lists.
- Apply conditional formatting.
- Use charts and sparklines.
- Create PivotTables and PivotCharts.
- Forecast data.
- Import and export data

COURSE OUTLINE

Lesson 1: Working with Lists

- Topic A: Sort Data
- Topic B: Filter Data
- Topic C: Query Data with Database Functions
- Topic D: Outline and Subtotal Data

Lesson 2: Automating Workbook Functionality

- Topic A: Apply Data Validation
- Topic B: Search for Invalid Data and Formulas with Errors

Lesson 3: Formatting a Worksheet

- Topic A: Apply Basic Conditional Formatting

Lesson 4: Analysing Data

- Topic A: Create and Modify Tables
- Topic B: Apply Intermediate Conditional Formatting
- Topic C: Apply Advanced Conditional Formatting

Lesson 5: Visualizing Data with Charts

- Topic A: Create Charts
- Topic B: Modify and Format Charts
- Topic C: Use Advanced Chart Features

Lesson 6: Creating Sparklines and Mapping Data

- Topic A: Create Sparklines
- Topic B: Map Data

Lesson 7: Using PivotTables and PivotCharts

- Topic A: Create a PivotTable
- Topic B: Analyse PivotTable Data
- Topic C: Present Data with PivotCharts
- Topic D: Filter Data by Using Timelines and Slicers

Lesson 8: Forecasting Data

- Topic A: Determine Potential Outcomes Using Scenarios
- Topic B: Forecast Data Trends

Lesson 8: Importing and Exporting Data

- Topic A: Import and Export Data

Appendix A: Microsoft Office Excel 2016 Exam 77-727

Appendix B: Microsoft Office Excel 2016 Expert Exam 77-728

Appendix C: Microsoft Excel 2016 Common Keyboard Shortcuts

Appendix D: Working with Power Pivot

Appendix E: Advanced Customization Options

Appendix F: Working with Forms and Controls