10994-B: Data Analysis Fundamentals using Excel

Module 1: Reporting in Excel

This module explains how to create a report in Excel

Lessons

- Filtering and Formatting Data
- Charts

Lab : Create an Excel report

- Filtering Excel Data
- Formatting Excel Data
- Create excel Charts

After completing this module, students will be able to:

- Filter and format data.
- Create charts.

Module 2: Excel Tables

This module explains how to create data tables in Excel

Lessons

- Excel Data Tables
- Summarizing Data

Lab : Create an Excel Table

- Create an Excel Table
- Summarize Excel Data

After completing this module, students will be able to:

- Explain what Excel Data tables are.
- Sort, filter, and validate data.
- Summarize data.
- Format summarized data.

Module 3: Pivot Tables and Pivot Charts

This module describes pivot tables and pivot charts and how to work with them.

Lessons

- Pivot Tables
- Pivot Charts
- Editing Pivot Tables and Pivot Charts

Lab : Importing Data from a CSV File

- Creating a Pivot Table
- Creating a Pivot Chart
- Editing Pivot Tables and Pivot Charts

After completing this module, students will be able to:

- Describe pivot tables and how to create them.
- Describe the various elements of a pivot chart.
- Edit pivot tables and pivot charts.

Module 4: Dashboards

This module describes Excel dashboards, how to create them and the role in data analysis in Excel pivot tables.

Lessons

- Creating a Dashboard
- Data Analysis in Excel Pivot Tables

- Arranging Tables and Charts
- Slicing Data
- Data Analysis

After completing this module, students will be able to:

- Describe a dashboard.
- Filter data using a slicer.
- Add calculated columns to a dashboard.
- Find anomalies.

Module 5: Hierarchies

This module describes hierarchies and time data.

Lessons

- Hierarchies
- Time Data

Lab : Creating Hierarchies

- Create a Hierarchy
- Configure Time data
- Create an Animated Time Chart

After completing this module, students will be able to:

- Describe hierarchies.
- Create levels within a hierarchy.
- Explain why time data is different and how to work with it.

Module 6: The Excel Data Model

This module explores the Excel data model and looks at ways of extending it.

Lessons

- Using an Excel Data Model
- External Data

Lab : Explore an Excel Data Model

- Add Multiple Tables
- Create Relationships
- Add External Data

After completing this module, students will be able to:

- Explain an Excel Data Model and how to use it.
- Import External Data and use it.
- Link out to external data.