

# **Excel Data Analysis**

## **Data Validation**

- Whole numbers and decimals
- Date and time validation
- Text length
- Excel data validation list (drop-down)
- Custom data validation rules
- Referencing in Excel

## **Referencing**

- Absolute referencing
- Relative referencing
- Structured reference

## **Tables**

- Working with Structured tables
- Why you should use tables
- Elements of an Excel table
- Managing data in an Excel table
- Using structured references with Excel tables

## **Analysis**

- What If Analysis
- Scenarios
- Custom Views
- Reports
- Goal Seek
- Data Tables
- Pivot Tables and Pivot Charts
- Preparing data for use with Pivot Table
- Formatting a PivotTable
- Working with Calculated Fields
- Grouping Data
- Filters and Advanced Filter
- Advanced Data Field Settings
- Creating Pivot Chart
- Power Query

## **Excel Macros**

- Recording Macros
- Copy a Macro from Workbook to Workbook
- Exercise: Recording a Macro
- Running Macros
- Editing Macros
- Adding Macros to the Quick Access Toolbar
- Managing Macro Security

## **Charts and Visualizations**

- Preparing data for charts
- Choosing appropriate chart
- Creating Different Charts
- Dashboards
- Working External Data

## **Linking Workbooks**

- Working with non-legacy databases
- Extracting Data from the Web
- Creating Collector Models

## **Microsoft Copilot for Excel**