

Excel for Microsoft 365/2021 - Level 4 - Extract, Analyze, and Visualize Data

(1 Day- 8 Hrs.)

Required Prerequisites

Participants should have an intermediate understanding of Excel, including working with shapes, formulas, functions, and tables, as well as some familiarity with data analysis concepts.

Module 1: Course Overview

- Course Flow
- Course Flow Graphical Objectives

Module 2: Working with Data Extraction, Transformation, and Loading

- Understanding the Extract, Transform, and Load Process
- Power Query Overview
- Getting Started with Power Query
- Managing Query Results
- Reorganising Data
- Combing Data
- Working with Web Data

Module 3: Working with Data Analysis and Dashboards

- Data Analysis and Dashboard Overview
- Getting Started with Dashboards
- Data Analysis for Dashboard Objects
- Completing and Using Dashboards

Module 4: Supplemental Topics

- Working with Slicers in Dashboards
- Course Data Folder Location