Excel – Analyze your data

Description

This Excel course will allow participants to analyze their data using pivot tables, filters and data extractions.

Classroom Registration Price (CHF)
400
Virtual Classroom Registration Price (CHF)
375
Course Content
Module 1: Filtering and extracting data

- Use the advanced filter
- Set up your criteria zones
- Define the extraction zone

Module 2: Inserting a pivot table

- Prepare the data
- Inserting a pivot table
- Adding fields to a pivot table
- Reorganize the fields in a pivot table
- Delete fields from the pivot table
- Refresh a pivot table

Module 3: Field settings

- Modify summarizing in a pivot table
- Use a calculated field in a pivot table
- Insert a calculated field in a pivot table

Module 4: Pivot Charts

- Create a pivot chart
- Add and customize chart elements
- Modify the format of pivot charts

Module 5: Using Slicers and Timelines

- Insert a slicer
- Insert a timeline
- Manage slicer settings
- Manage report connections

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Users who analyze data in Excel

Prerequisites

- Good knowledge of Excel, including items listed in the course listed below: Excel - Preparing for data analysis

Objectives

- Filter and extract data from a database
- Create pivot tables
- Perform calculations in a pivot table
- Create pivot charts
- Use slicers and timelines

Niveau
Avancé
Duration (in Days)
0.5
Reference
MOE-23