



Excel – Analyze your data

Description

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

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

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOE-23