



## Excel – Preparing for data analysis

### Description

This Excel course will provide participants with the knowledge and skills necessary to prepare their data for analysis. They will learn how to use data tables, perform sorting, or use flash fill.

#### **Classroom Registration Price (CHF)**

400

#### **Virtual Classroom Registration Price (CHF)**

375

#### **Course Content**

##### **Module 1: Data tables**

- Use the Table function
- Convert a table into a data range
- Using the Fill button
- Using the Flash Fill button
- Performing simple, multi-criteria and custom sorting
- Removing duplicates

##### **Module 2: Importing and exporting data**

- Import external data (txt, csv files, data from the web)
- Configure the imported columns
- Export and share data

##### **Module 3: Data entry in a table**

- Create and manage drop-down lists
- Mastering data validation
- Identify erroneous data in a table

### **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**

- Basic knowledge of Excel

**Objectives**

- Work with a data table
- Import and export data
- Master the data entered in a table

**Niveau**

Intermédiaire

**Duration (in Days)**

0.5

**Reference**

MOE-13