



## Excel – Preparing for data analysis

### Description

**This Excel training will provide participants with the knowledge and skills needed to prepare their data for analysis purposes.**

### Master Excel for effective data management

Are you looking to improve your Excel skills and become more efficient in managing your data? Our Excel training will equip you with all the knowledge necessary to handle your data with ease. You will learn how to create tables, sort complex information, and use advanced features such as flash fill or data import/export. Whether you're a beginner or looking to enhance your skills, this training will give you the tools to work optimally on your projects.

### 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

### **Description**

Excel Preparing for data analysis Training

### **Niveau**

Intermédiaire

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

400

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

375

### **Duration (in Days)**

0.5

### **Reference**

MOE-13