



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