



Beginning Data Analysis and Visualization with Excel (2 Days)

Course Description:

In today's business world, just about every employee works with data to some extent. MS Excel is widely available and used by many employees to process data and information. This course helps the participants become more familiar with data analytics concepts and more proficient with MS Excel.

This course is designed for beginners who have familiarity with the MS Excel environment but need to learn how to use the tools for data analysis. In this course, the participants will learn how to load data into MS Excel and set up worksheets and tables. They will learn the basics of performing statistical and visual analysis to gain new insights in a quicker, more efficient manner.

Participants will see an overview of more advanced features of MS Excel and how they can be useful in the analysis of data. Participants are given additional resources that can be used to further their understanding of these concepts after the course.

Objectives:

Upon successful completion of this training, students will be able to:

- Load data into MS Excel and prepare it for analysis
- Describe Basic Spreadsheet Design
- Describe the advantages and differences between worksheets, tables and reports
- Perform Statistical Analysis on data
- Create basic Formulas and use basic Functions
- Create PivotTables, PivotCharts, and Slicers
- Describe several uses of chart types available in MS Excel
- Display information using meaningful visuals
- Create Geospatial Visualizations

Length:

2 Days