Data Analytics Extraction Transformation and Loading with MS Excel (1 Day)

Course Description:

Many MS Excel users find themselves inadequately prepared to manipulate data in Excel. Very often, the data we receive isn't ready for analysis the moment we get it. This course focuses on getting data into Excel properly and manipulating it so that it can be used for data analysis.

Participants will learn multiple ways of loading data into Excel and learn the ability to modify it so that it is ready for use. We will use Power Query to filter, sort and transform data. We will also look at multiple data connection methods so participants will understand the pros and cons of each and will be able to select the correct method for their work.

Participants will learn how to use tables in Excel and the differences between tables and worksheets. They will also learn how to refresh static worksheets or connect to live data. This will allow participants to refresh their analysis work, visuals and dashboards without having to rebuild these items on top of new data.

This course is designed for those who work with Excel and would like to load and manipulate data more effectively. Participants will have the opportunity to practice these skills during the course and will be given additional resources to help continue self-study after the course is completed.

Objectives:

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

- Describe data Extraction, Transformation and Loading concepts
- Explain the differences between MS Excel worksheets and tables
- Set up static or live connections to outside data sources
- Load data into MS Excel
- Extract data from MS Excel
- Transform Data using MS Excel's Power Query
- Improve efficiency by automating data transformation
- Set up Power Pivot in preparation for data analysis
- Describe Power Pivot's data model and how it's used to link multiple data sources