



Data Analysis: Improve Efficiency in Excel

Course Description:

In a world of big data, employees in a variety of jobs need to quickly and efficiently manage large volumes of data. This course helps participants get started with Excel in a way to do just that.

The structure and format of your data can facilitate or prohibit effective data analysis. Participants in this course will learn how to structure their data to facilitate efficient and effective data analysis.

They will learn proper techniques of working with one or multiple worksheets and how to use formulas to obtain sums, percentages, and other descriptive statistics.

Participants will learn how to identify and extract relevant information from their data and organize it into actionable knowledge.

Objectives:

Upon completion of the Data Analysis in MS Excel for Beginners course, participants will be able to:

1. Design worksheets for effective data analysis
2. Demonstrate techniques for working with multiple worksheets
3. Import their data into MS Excel
4. Create formulas to apply basic descriptive statistics
5. Create basic pivot tables
6. Extract relevant information from their data
7. Describe how to organize Information into actionable knowledge
8. Create basic charts

Length:

2 Days