



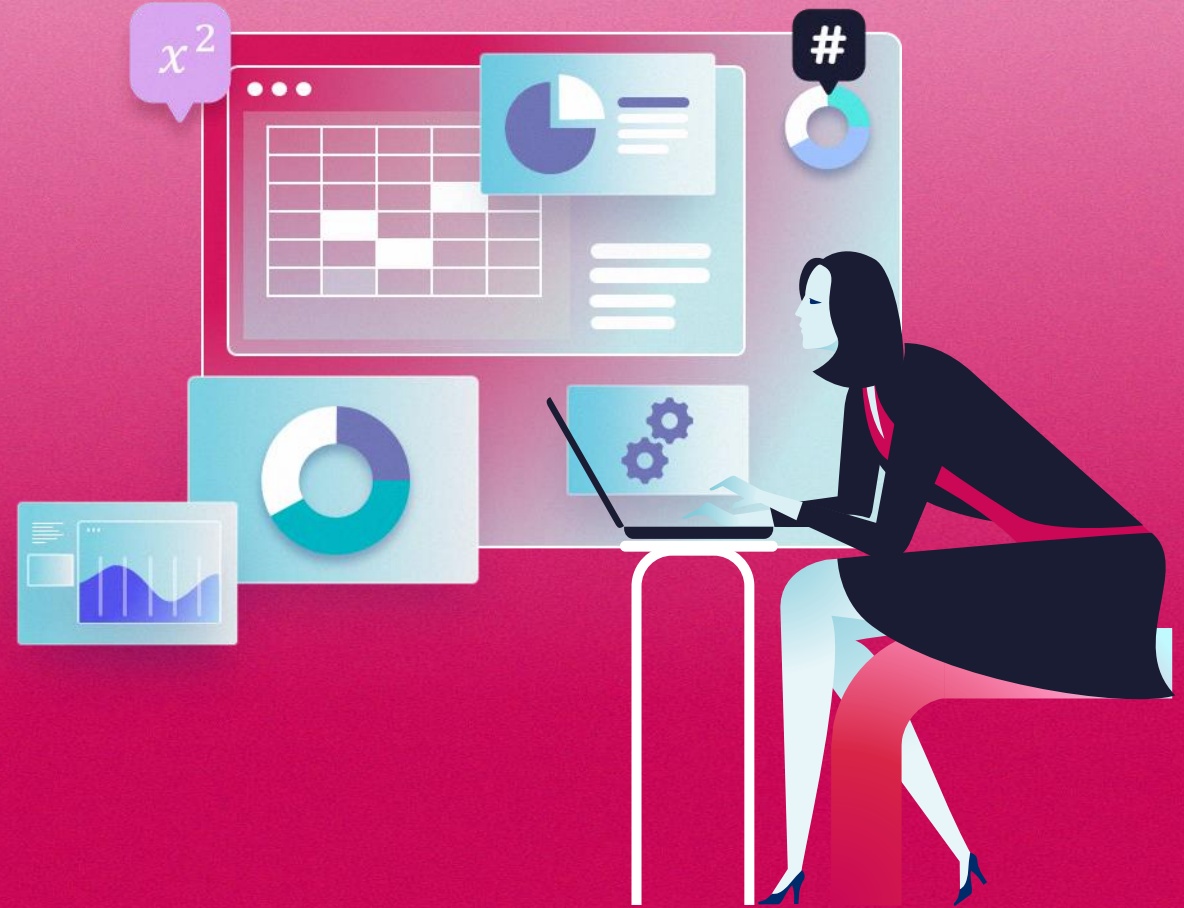
In-Class

Excel For Data Analysis & Reporting

Price
\$820

Duration
2-Days

Level
Intermediate+



→ About this Course

Excel is a powerful Data Analysis and Reporting tool. You could use Excel to gain new insights into the information and data that you work with in your job. The proper use of Excel features can greatly enhance the design of your report and help you to analyze your organization's data more effectively.

If you find yourself struggling with duplicated data or require an efficient way to analyze and retrieve your data from Excel table, if you deal with budgets, P&L, Sales or other administrative data and need to display the data using interactive Excel charts and reports, if you need to present your data using impressive report format, this is the right course for you.

This course will train participants how to use Excel better and design the spreadsheet report to be more interactive and effective for data analysis purposes. Participants will have chance to discuss the case study scenarios and come out with the best solution.

What are the key takeaways I can readily apply?



Analyse data using database, lookup logical functions and statistical functions and advanced filter



Enhance data visualization using Quick Analysis tools, sparklines, data bar, icon sets



Design an interactive form using drop-down lists and advanced functions



Create PivotTable and PivotChart, connect Slicer and Timeline to multiple PivotTables

...and more.

→ Who is this course for

Aimed at anyone who has to analyse data of any sort and create solid professional reports for the organization.



Valene Ang

A Certified Microsoft Training Specialist who has more than 19 years of training experience and working with companies to improve their data processes.

She has trained different levels of management from small-medium size organisations, government offices and multinational companies such as Rio Tinto, SingTel, Canon Singapore, HP Singapore, CPF Board, Changi Airport Group, DHL, Barclays Capital, Far East Organizations, and many more.

[Download Profile](#)



→ Day 1 (of 2)

Visualizing Data with Quick Analysis Tools

- Use Data Bar to spot larger and smaller numbers quickly
- Use Color scales to show data variation
- Use Icon sets to present data
- Apply and Edit Conditional Formatting rules
- Use Sparklines to show data trend
- Use the Recommended Chart Tools
- Use Chart Element, Chart Styles and Chart Filter tools
- Add Trendline to show data trend and forecast data
- Use Table to sort, filter and summarize data

Working with Data List

- Sort data by multiple levels
- Sort data based on custom list
- Use Custom List in AutoFill
- Use Search box criteria to filter data list
- Use Advanced Filter to filter data list
- Use Advanced Filter to copy records to another worksheet
- Use Advanced Filter to copy only selected columns to another worksheet
- Insert automatic subtotals for related data

Consolidating Data

- Consolidate Data from Multiple Worksheet
- Consolidate Data from Multiple Workbooks
- Use 3-D Reference Formulas to Consolidate Data

Using Advanced Functions

- Use absolute references and relative references
- Use defined names to create meaningful formulas
- Use Logical functions: IF, AND, OR and IFS
- Use Statistical functions: COUNTIFS, AVERAGEIFS, SUMIFS, MAXIFS and MINIFS
- Use Math & Trig functions: RANDBETWEEN, SUMIFS, SUMPRODUCT
- Use Database functions: DSUM, DCOUNT, DCOUNTA, DMIN, DMAX and DAVERAGE
- Use Lookup functions: VLOOKUP, XLOOKUP, INDEX and MATCH

→ Method of learning

- 100% Practical with EXCEL exercises

→ Any Prerequisites?

Yes, so please read:

- This will be using the **Office 365 (subscription) version.**
- This is a fast pace **Intermediate level** course and is **not suitable for beginners** who only know some basic functions and seldom use Microsoft Excel at work.
- This course is for frequent Excel users who know how to create simple PivotTable and perform simple data analysis tasks. You **MUST** have a thorough understanding of spreadsheet fundamentals and be confident creating complex functions and formulas and creating simple charts.

*A pre-requisite questionnaire will be provided to you to ensure the suitability and level is right for you.

→ Day 2 (of 2)

Preparing Data for Analysis

- Load Table Data into Power Query Editor
- Use Power Query Editor to Change Data Types
- Import data from Text/CSV file using Power Query
- Import data from Microsoft Access database using Power Query
- Combine Multiple Files from a Folder using Power Query

Cleaning Up Data for Analysis

- Use Flash Fill to split text, change text cases, combine text, format numbers and dates
- Use TEXT, LEFT, RIGHT, MID, LEN, FIND function to format and split data
- Use Text To Columns Wizard to split text string and format dates
- Use CONCAT, TEXTJOIN function to combine data
- Use Power Query Editor to merge and split columns

Creating Interactive Spreadsheet Report

- Format Data as Excel Table
- Remove duplicated records from table
- Create calculated columns in Excel table
- Create new Conditional Formatting Rules
- Sort data by Icon Sets
- Filter data to show the highest or lowest data
- Filter Excel table records using Slicers
- Create Chart from Excel Table

Creating Impressive PivotTable and PivotChart Report

- Create PivotTable and PivotChart from Excel table
- Use different PivotTable Report Layout
- Hide and show Subtotals and Grand Totals
- Create Report Filter Pages from Report Filter
- Using Column Labels and Row Labels filters
- Summarize values using Statistical functions
- Calculate Percent of Totals
- Calculate Running Totals
- Group dates and numbers
- Customize PivotChart using the new Chart Tools
- Add Slicer and Timeline to PivotChart
- Connect multiple PivotTables to Slicer and Timeline

Case Study

The case studies are based on real-life business scenarios and problems encountered by Excel users in daily jobs.

→ Method of learning

- 100% Practical with EXCEL exercises

→ Any Prerequisites?

Yes, so please read:

- This will be using the **Office 365 (subscription) version.**
- This is an **Intermediate** Level course.
- Taught based on the PC version and not the Mac version. There are differences.
- All Laptops and materials will be provided

*You **MUST** have a thorough understanding of spreadsheet fundamentals and be confident creating complex functions and formulas and creating simple charts.

*A pre-requisite questionnaire will be provided to you to ensure the suitability and level is right for you.



We look forward to hearing from you.

[Register](#)



Impress Training Pte Ltd.

8 Burn Road,
#04-11/12, Trivex,
Singapore 369977

T. (+65) 6636 9772

M. (+65) 9850 9058

E. mail@impresstraining.com

W. impresstraining.com

A great course that is well-structured and relevant to my work. Definitely opened my eyes to new and better ways of analysis data!



Crystal Lee, Marketing Manager, Singtel



I learnt many useful tips on using Excel for work! I didn't know the existence of many functions until I came for this course.

Lim Jing Jun, Head, Spring Singapore

