

Technology

Excel For Data Analysis & Reporting

Building efficient worksheets to drive better data insights

Get up to 70% SkillsFuture Funding

S\$1100 / 2 Days

Before Funding

Delivery
In-Person

Level
Intermediate



About the Course

Do you spend hours manually entering data because you're not familiar with Excel and struggle with clunky spreadsheets because they feel disconnected? Does analysing and reporting on information leave you feeling frustrated and inefficient?

This interactive course will transform the way you use Excel, empowering you to :

- Automate tedious tasks: Excel will do the heavy lifting for you, saving you valuable time and resources.
- Gain deeper insights: Uncover hidden patterns and trends in your data through powerful analysis tools. Make informed decisions based on real-world information.
- Create stunning reports: Design interactive and visually impressive reports that engage your audience and communicate your findings effectively.
- Boost your productivity: Learn efficient data management techniques and collaboration features to work smarter, not harder.

3 Takeaways



Enhanced Organizational Data Analysis Skills.



Master Excel functions and tools to streamline data analysis and reporting processes.



Creating a Dynamic professional spreadsheet report

Who is this course for?

Anyone who must analyse data of any sort and create reports for the organisation

Pre-requisite:

- ✓ This is a fast pace Intermediate level course and is not suitable for beginners.
- ✓ You must have a thorough understanding of spreadsheet fundamentals, feel confident in creating complex functions and formulas, and generate simple charts.

Day 1

Here's what you get to learn in this course



Visualizing Data with Quick Analysis Tools

Using Advanced Functions

Preparing and Cleaning Data for Analysis

Topic 1

Visualizing Data with Quick Analysis Tools

- Use Quick Analysis tool to convert selected data range quickly into a chart or table
- Use Data Bar to spot larger and smaller numbers quickly
- Use Color scales to show data distribution and variation, such as investment re-turns overtime
- Use icons to present data in three to five categories that are distinguished by a threshold value
- Use Sparklines to show the trend of data

Topic 2

Using Advanced Functions

- Insert automatic subtotals for related data
- Use Custom List in AutoFill
- Sort data by multiple levels
- Sort data based on custom list
- 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
- 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 Database functions: DSUM, DCOUNT, DCOUNTA, DMIN, DMAX and DAVERAGE
- Use Lookup functions: VLOOKUP, XLOOKUP, INDEX and MATCH

Topic 3

Preparing and Cleaning 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
- Load Table Data into Power Query Editor
- Use Power Query Editor to Change Data Types
- Combine Multiple Files from a Folder using Power Query
- Use Power Query Editor to merge and split columns

Day 2

Here's what you get to learn in this course



Creating Interactive Spreadsheet Report

Creating Impressive PivotTable Report

Topic 1

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

Topic 2

Creating Impressive PivotTable 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

Assessment

As part of the requirement for SkillsFuture Singapore, there will be an assessment conducted at the end of the course.

Participants are required to attain a minimum of 75% attendance and pass the assessment to receive a digital Certificate of Completion issued by Impress Training along with a WSQ Statement of Attainment.

Meet Our Trainer

Valene Ang

“ This is definitely the course which is very beneficial and eye opener for professionals looking for tips on pivot table and power query.

Vero Ng, Service Delivery Executive

“ The course is very useful for the tasks I have at work, especially in submitting large data and presentations.

Joie Castillo, Associate Engineer



Valene Ang is a Certified Microsoft Training Specialist who has more than 19 years of training experience and working with companies to improve their data processes

Her qualifications include a Bachelor's in Business Computing, Microsoft Certified Trainer (MCT), Certified Instructor of Microsoft Certified Application Specialist (MCAS), and Master Instructor of Microsoft Office Specialist (MOS). Valene also holds an Advanced Certificate in Training and Assessment (ACTA)

She has trained different levels of management executives from small-medium size organisations, government offices and multinational companies such as PSA International, Rio Tinto, SingTel, DFS Galleria Singapore, Canon Singapore, HP Singapore, CPF Board, MOE, HPB, HDB, National Environment Agency (NEA), Public Utility Board (PUB), Inland Revenue Authority of Singapore (IRAS), SPRING Singapore, Temasek Polytechnic, Republic Polytechnic, Nanyang Polytechnic, Singapore Expo, Changi Airport Group, DHL, Barclays Capital, Far East Organizations, Intrack Market Service (Malaysia), DENZA (ShenZhen) and many more.

She has also conducted customized training and one-to one coaching sessions for many companies' executives on Microsoft Office applications. She is a much-sought-after trainer, judging by the very good evaluation she received from her past participants.

For More Information:

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