SETC Training Corporate Logo

Excel Training: Data Analysis & Reporting (EXCPRO, 2 jours)

Description

The course Data Analysis & Reporting (Excel Training) teaches you to analyze & report on data using Microsoft Excel. The course covers data layout using multiple Excel worksheets and custom & advanced functions. The training includes Excel graphs, PivotTables and the use of custom functions, sorting & filtering to analyze & report on data.

Tarifs

- Tarification: $1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Microsoft Excel Essential Skills Revised

- Identifying and Referencing Cells
- Working with Cell Contents
- Formatting Cells
- Working with Formulas
- Business Graphics
- Exercise: Setting up the Business Data

Working with Data

- Characteristics of a Database Layout
- Using Cell Names to Prepare the Data
- Using Filters to Sort and Filter the Data
- Creating Custom Filters to Find the Data you need
- Using Search and Find Functions to Locate the Data you need
- Using Subtotals to Summarize the Data
- Removing Duplicates
- Using Custom Functions to Clean the Data
- Exercise: Summarizing the Data with Excel Functions

Advanced Functions: Conditional Logic

- Using Conditional Formatting
- Planning for Conditional Logic
- Using a Single If Function to Implement Conditional Logic
- Using Multiple If Functions to Implement Complex Conditional Logic
- Using the AND and OR Functions to Implement Complex Criteria
- Using Negation and DeMogan’s Theorem to Simplify Logic
- Exercise: Implementing Complex Logic in Support of Data Cleanup

Advanced Functions: Statistics and Finance

- Review of Fundamentals: Working with Excel Functions
- Dealing with Special Situations: Blank Cells
- Working with Statistical Functions: Count, Median and Average
- Working with Statistical Functions: Variance and Standard Error
- Working with Statistical Functions: Frequency and Ranking
- Working with Statistical Functions: Linear Regression and Correlation
- Working with Statistical Functions: Probability Distributions
- Performing Variance and Standard Error Calculations

Working with Financial Functions: Payments, Interest and more
Working with Financial Functions: NPV, IRR and More
Performing Financial Analysis: Probability and Earned Value
Exercise: Creating Statistical Summary Sheets for Corporate Data
Exercise: Analyzing NPV and IRR for Project Allocation

Pivot Tables

Setting up the Data
Creating a Pivot Table
Changing Row, Column and Data Associations
Formatting the Pivot Table Headers
Formatting the Pivot Table Aggregate Values
Setting Pivot Table Options
Adding and Working with Splitters
Exercise: Using Pivot Tables to Analyze and Present Data