

# Excel Training: Data Analysis & Presentation

## (SDANA, 2 jours)

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### Description

The course Data Analysis & Presentation (Excel Training) explores data analysis with MS Excel. The training includes basic & advanced functions, pivot tables & charts, and the use of Excel graphs to present rich information. The course also covers the use of custom functions and discusses useful tips & tricks for everyday use in MS Excel.

### Tarifs

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

### Plan de cours

#### Importing Data from Relevant Sources

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- A Note on Data Sources
- The Representation of Data in Excel
- Importing Data from SQL Server
- Importing Data from Oracle
- Importing Data from Windows Server
- Importing Data from Linux
- Working with External Data Sources
- General Data Import Procedures

#### Filtering and Sorting Data

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- Ensuring the Correctness of the Data
- Making Use of Conditional Formatting
- Sorting Data
- Filtering Text Data
- Filtering Date Data
- Filtering Numeric Data
- Dealing with Missing Data
- Working with Multiple Data Sources

#### Creating Summary Statistics

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- Creating Summary Sheets
- Understanding Copy-Paste Behavior with Functions
- Working with Basic Arithmetic and Statistical Functions
- Working with Logical Functions
- Working with Conditional Functions
- Working with Frequency Functions
- Working with Dates and Ranges
- Working with Null or Missing Data
- Presenting Data in Word

#### Working with Charts and Graphs

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- Creating Basic Charts and Graphs
- Working with Multiple Data Sets
- Formatting Charts and Graphs
- Customizing Charts and Graphs
- Presenting Data in Word

## Working with Pivot Tables and Pivot Charts

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The Role and Purpose of a Pivot Table

Creating a Pivot Table

Working with Row and Column Fields

Working with Aggregate Fields

Modifying Pivot Table Options

Making use of Pivot Charts

About Slicers

Presenting Data in Word