

Data Analysis & Dashboard Reporting using MS Excel with Power Query

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

DESCRIPTION

Microsoft Excel is one of the most powerful and popular data analysis desktop application on the market today. By participating in this Microsoft Excel Data Analysis and Dashboard Reporting course you'll gain the widely sought after skills necessary to effectively analyze large sets of data. Once the data has been analyzed, clean and prepared for presentation, you will learn how to present the data in an interactive dashboard report. The Excel Analysis and Dashboard Reporting course covers some of the most popular data analysis Excel functions and Dashboard tools, including:

- XLOOKUP() Function for Looking up Information
- SWITCH , FILTER , SORT, UNIQUE functions in Excel 365
- TEXTJOIN , IFS Functions
- Consolidating Data
- Data Modelling using Power Pivot in Excel
- XLookup Functions
- Demo : Vlookup VS PowerPivot

WHAT YOU'LL LEARN

Understand and Identify the principles of data analysis

- Effectively summarize and present data clearly
- Use effective design principles when creating and presenting data
- Take full advantage of the built in tools Microsoft Excel offers in order to analyze and build dashboard reports
- Build interactive dashboard reports
- Working with Power Tools in Excel – Power Query and Power Pivots

TARGET AUDIENCE

Experienced Microsoft Excel users who are looking to efficiently analyse large data sets and create dynamic dashboard reports

METHODOLOGY

This program will be conducted with interactive lectures, PowerPoint presentation, discussions and practical exercise

COURSE OUTLINE

Module 1: Managing Raw Data

- Excel Versions and features
- Working with Raw Data
- Data Transformation in Excel Power Query
 - I. Import and Connection Data
 - Text Files , CSV , Workbooks , PDF , Web ,Folders
 - II. Text to Column Tricks
 - III. Troubleshooting merged data
 - IV. Working with Unnecessary Spacings
 - V. Troubleshooting Wrong Date and Time

Module 2: Combine Query in Excel

- Demo 1 : Combine & Append Queries using Folder Datasets
- Demo 2 : Combine & Append Queries using Multiple Worksheet Datasets
- Demo 3 : Combine & Append Queries using PDF Pages

Module 3: Working with Combine Query in Excel

- Combine & Merge Query in Excel
- Merging Files from same filetypes
- Merging Files from different filetypes
- Demo : Lookup Vs Combine & Merge Query

Module 4: Working with a Single Dataset

- Transform Manual Database to Smart Datasets
- Smart Table Magics
- Smart Table Conditions
- Working with Data Sources

Module 5: Working with Data Analysis

- Preparing Functions
 - Statistical Functions
- Quick Report with Pivot Tables
- Pivot Table Conditions
- Pivot Table Connection

- Handling Queries
- Working with Simplified Reports

Module 6: Working with Multiple Datasets

- Excel 365 New Functions
- SWITCH , FILTER , SORT, UNIQUE functions in Excel 365
- TEXTJOIN , IFS Functions
- Consolidating Data
- Data Modelling using Power Pivot in Excel
- XLookup Functions
- Demo : Vlookup VS PowerPivot

Module 7: Working with Data Reporting

- Pivot Table Data Sources
- Pivot Tables Queries and Solutions
- Pivot Table Data Grouping
- Pivot Table Subtotals
- Pivot Tables – Format Number
- Pivot Table Functions
- Pivot Table – Show Page Report Filter
- Pivot Table – Data Modelling
- Pivot Table – Row , Columns , Values and Filter Section
- Pivot Table – Rank and Comparison
- Pivot Table – Designs and Themes
- Pivot Tables – Complex Queries
- Pivot Tables – Options and Advance Format

Module 8: Preparing Dashboard

- Pivot Tables Queries
- Pivot Chart Queries
- Slicers
- Preparing Interactive Dashboard
- Adding Other Objects
- Working with 1-screen Excel Dashboard View
- Link and Add Slicers and Timeline
- Working With Sparklines
- Working with Conditional Formattin

Module 9: Prepare and Distribute Reports

Module 10: Preparing Interactive Dashboard Visualization in Excel 365