MOC 10994 B: Data Analysis Fundamentals using Excel

Course Summary

Description
The main purpose of the course is to give students the ability to add analysis capabilities to Excel spreadsheets and to provide students with a foundation to learn about more advanced data analytics with Excel or Power BI.

Objectives
After taking this course, students will be able to:
- Create an Excel report
- Create an Excel table
- Create a pivot table and pivot chart
- Create a dashboard and analyze data
- Create Hierarchies
- Create an Excel data model and connect to external data

Topics
- Reporting in Excel
- Excel Tables
- Pivot Tables and Pivot Charts
- Dashboards
- Hierarchies
- The Excel Data Model

Audience
This course is intended for anyone who wants to take the data analysis technologies in Excel beyond formulas and add more advanced capabilities such as dashboards, hierarchies, and relationships.

Prerequisites
Before attending this course, students must have:
- Basic knowledge of the Microsoft Windows operating system and its core functionality.
- Advanced working knowledge of Excel spreadsheets including formulas.

Duration
Two days
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Course Outline

I. Reporting in Excel
   This module explains how to create a report in Excel
   A. Filtering and Formatting Data
   B. Charts
   Lab: Create an Excel report
      • Filtering Excel Data
      • Formatting Excel Data
      • Create excel Charts

II. Excel Tables
    This module explains how to create data tables in Excel
    A. Excel Data Tables
    B. Summarizing Data
    Lab: Create an Excel Table
       • Create an Excel Table
       • Summarize Excel Data

III. Pivot Tables and Pivot Charts
     This module describes pivot tables and pivot charts and how to work with them.
     A. Pivot Tables
     B. Pivot Charts
     C. Editing Pivot Tables and Pivot Charts
     Lab: Importing Data from a CSV File
        • Creating a Pivot Table
        • Creating a Pivot Chart
        • Editing Pivot Tables and Pivot Charts

IV. Dashboards
    This module describes Excel dashboards, how to create them and the role in data analysis in Excel pivot tables.
    A. Creating a Dashboard
    B. Data Analysis in Excel Pivot Tables
    Lab: Create a Dashboard
       • Arranging Tables and Charts
       • Slicing Data
       • Data Analysis

V. Hierarchies
   This module describes hierarchies and time data.
   A. Hierarchies
   B. Time Data
   Lab: Creating Hierarchies
      • Create a Hierarchy
      • Configure Time data
      • Create an Animated Time Chart

VI. The Excel Data Model
    This module explores the Excel data model and looks at ways of extending it.
    A. Using an Excel Data Model
    B. External Data
    Lab: Explore an Excel Data Model
       • Add Multiple Tables
       • Create Relationships
       • Add External Data