

# Data Analysis and Visualisation

## Analyse data effectively



**CERTIFICATE OF ATTENDANCE | 13 CONSECUTIVE WEEKS | PRICE: R8600 per learner (Scalable pricing\*)**

Price excludes VAT in South Africa. \*The more learners you book per company, the bigger the discount.

All this data, but do your people know how to analyse and interpret it? Most importantly, can your people visualise data and tell compelling business stories for budgeting, project management, sales, customer centricity and customer satisfaction?

Today we are flooded with so much data in our systems. Every manager now needs to know how to analyse the data for insights, highlights and outliers and then produce graphical representation of information and data. By using visual elements like charts, graphs and maps, data visualisation tools provide an accessible way to see and understand trends and patterns in data. Essentially it helps you tell stories with raw data to make better business decisions.

**This 13-week programme will assist your teams in creating world class reports using Microsoft Excel and Microsoft Power BI.**

Your learners will get access to a learning platform, eLearning, virtual Subject Matter Expert sessions, a practical environment, group discussions, implementation-driven assignments, and model answers. It is the first step towards being able to use tools like Microsoft Excel and Power BI to analyse data whilst exposing students to two critical building blocks, namely Storytelling and Data Visualisation.



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### WHY TAKE THIS COURSE?

- Make impactful business decisions that affect performance
- The first step to being able to use tools like Microsoft Excel and Power BI to analyse data
- Develop storytelling and data visualisation
- Master the art of getting to a YES for big project ignition with all stakeholders
- Develop deep insights from data
- Enable your data to inform better business decisions

### WHO IS IT AIMED AT?

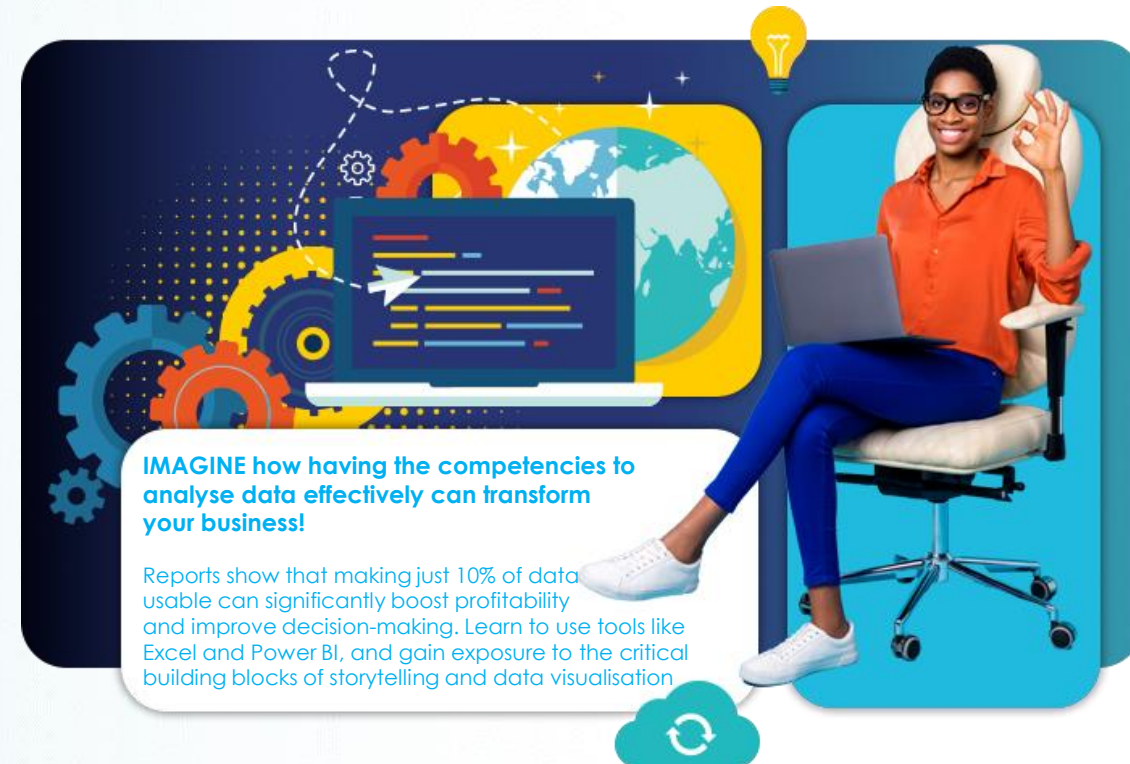
Business professionals across all disciplines and levels responsible for analysing data

### WHAT'S UNIQUE ABOUT THIS COURSE?

Most often when people are looking at Data Analysis skills they will select the hard skill - this is how to do things using MS Excel and/or Data Science.

This offering, combines the 'where to click' (for example Insert Pivot Table) with how you plan for reporting and what you have to think about when the final results have to be a visually rich report.

It also takes telling the best story with data into account. We have therefore combined the best-in-class hard skills, offered via online and Subject Matter Expert (SME) sessions, with the true essence of reporting, i.e. Data Visualisation and Storytelling



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### DATA ANALYSIS AND VISUALISATION COURSE PROSPECTUS

#### MODULE 1:

Data analysis – Why is this important?

#### MODULE 2:

Excel – A deep dive

#### MODULE 3:

Data visualisation using MS Excel

#### MODULE 4:

Secrets of MS Excel

#### MODULE 5:

An introduction to PowerBI

#### MODULE 6:

Data visualisation and storytelling

#### MODULE 7:

Creating and editing macros

#### Course Outcomes (summarised)

- Correct analysis of data using MS Excel and Power BI
- Understanding the principles of Data Visualisation and best practices
- Proper storytelling
- Appreciate the interaction between the system and its environment



#### Format:

Capability Academy Online Short Course

#### Breakdown

- Between 5 and 8 hours of online learning per week over 13 weeks
- Online modules with virtual facilitator-based (SME) sessions

#### The following online examinations form part of the programme:

- MS Excel
- Data Visualisation with Excel

Language: English



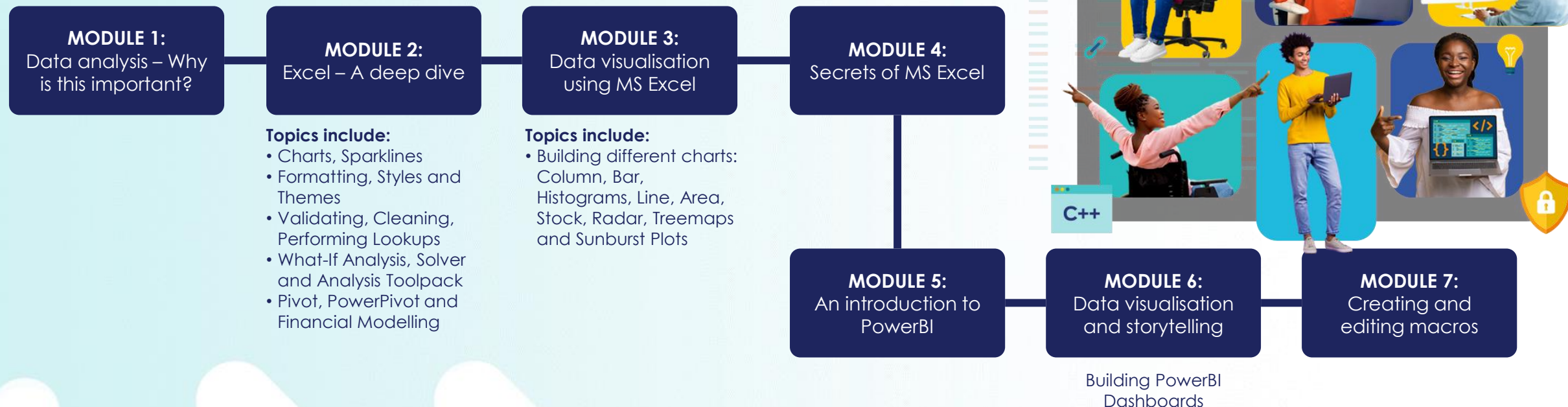
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### DATA ANALYSIS AND VISUALISATION COURSE OUTLINE



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### DATA ANALYSIS AND VISUALISATION MODULE OVERVIEWS

#### MODULE 1:

Data analysis – Why is this important?

- Data – a showcase
- Importance of Data
- What can you do with Data Analysis
- Exploring Fundamental Data Concepts and the value of Analytics Literacy
- Data Literacy for All

#### MODULE 2:

Excel – A deep dive

- Complete Guide to Excel 365: Getting Started
- Excel 365: Working With Charts & Sparklines
- Excel 365: Using Formatting, Styles, & Themes
- Excel 365: Linking, Printing, & Protecting Workbooks
- Excel 365: Validating, Cleaning, & Performing Lookups on Data
- Excel 365: What-If Analysis, Solver, & Analysis ToolPak
- Excel 365: Pivot, PowerPivot, & Financial Modelling
- Examination

#### MODULE 3:

Data visualisation using MS Excel

- Data Visualisation: Best Practices for Creating Visuals
- Excel Visualisation:
  - Getting Started with Excel for Data Visualisation
  - Building Column Charts, Bar Charts, & Histograms
  - Visualising Data using Line Charts & Area Charts
  - Plotting Stock Charts, Radar Charts, Treemaps, & Donuts
  - Building Box Plots, Sunburst Plots, Gantt Charts, & More
- Examination

#### MODULE 4:

Secrets of MS Excel

- Some handy tips for MS Excel include:
- Scan data from paper into MS Excel
- Different data sources combined into one
- Working with Data Types

#### MODULE 5:

An introduction to PowerBI

- Explore what Power BI can do for you
- Create and share your first Power BI report
- Get started building with Power BI
- Analyse data with Power BI
- How to build a dashboard
- Power BI Bootcamp:
  - Session 1
  - Session 2
  - Session 3

#### MODULE 6:

Data visualisation and storytelling

- Bootcamp 1 - 4

#### MODULE 7:

Creating and editing macros

- Creating and Editing Macros in Excel 365



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### SUBJECT MATTER EXPERTS

#### FRANCOIS TIMMS



Francois is a senior facilitator at Impactful Specialist Solutions with more than 30 years' experience in the field. He has also worked as a database developer and a business intelligence consultant which enables him to bring real-world experience, challenges, and solutions to the classroom. He has extensive knowledge and experience with MS Excel, including VBA programming (Visual Basic for Applications). In addition, he is a database specialist with specific focus on, but not limited to, MySQL and Oracle Database, and his skills include database management, database development and database analytics.

During his career he has been awarded several vendor awards which serves as a testament to his passion for his craft.

#### CAROL LIPPERT



Carol, who is a facilitator at Impactful Specialist Solutions, has worked in the IT training space for over 20 years. She is a Microsoft Certified Trainer and a Microsoft Office Specialist.

Carol has collaborated with various clients to identify their training needs around Office 365 and how best to deliver that training. She has also created dashboards and reports using a combination of Excel and Power BI.