Analyse data effectively

LRMG

Certificate of Attendance

Data Analysis and Visualisation

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 10-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 facilitator (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.

WHY?

- 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 data to inform better business decisions

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 however 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.

Aimed at

Business professionals across all disciplines and levels responsible for analysing data

IMAGINE

having the competencies and ability in your business to analyse data effectively...

Various reports that, should organisations be able to make only 10% of data usable, the return would imply significant increases in profitability and decision making. Use tools like Microsoft Excel and Power BI to analyse data and get exposure to the critical building blocks of Storytelling and Data Visualisation.

Data Analysis and Visualisation Course Prospectus

Course Curriculum - Modules

1 Data Analysis – Why is this important?

2 Excel – a deep dive

3 Data Visualisation using MS Excel

4 Secrets of MS Excel

5 An introduction to Power BI

6 Data Visualisation and Storytelling

7 Creating and editing Macros

Format

Capability Academy Online Short Course

Breakdown

- Between 5 and 8 hours of online learning per week over 10 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

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

Data Analysis and Visualisation Course Prospectus

Course Outline

Module 1

Data Analysis – Why is this important?

Module 2

Excel – a deep dive

Topics include:

- Charts, Sparklines
- Formatting, Styles and Themes
- Validating, Cleaning, Performing Lookups
- What-If Analysis, Solver and Analysis Toolpak
- Pivot, PowerPivot and Financial Modelling

Module 3

Data Visualisation using MS Excel

Including building different charts (Column, Bar, Histograms, Line, Area, Stock, Radar, Treemaps and Sunburst Plots)

Module 4

Secrets of MS Excel
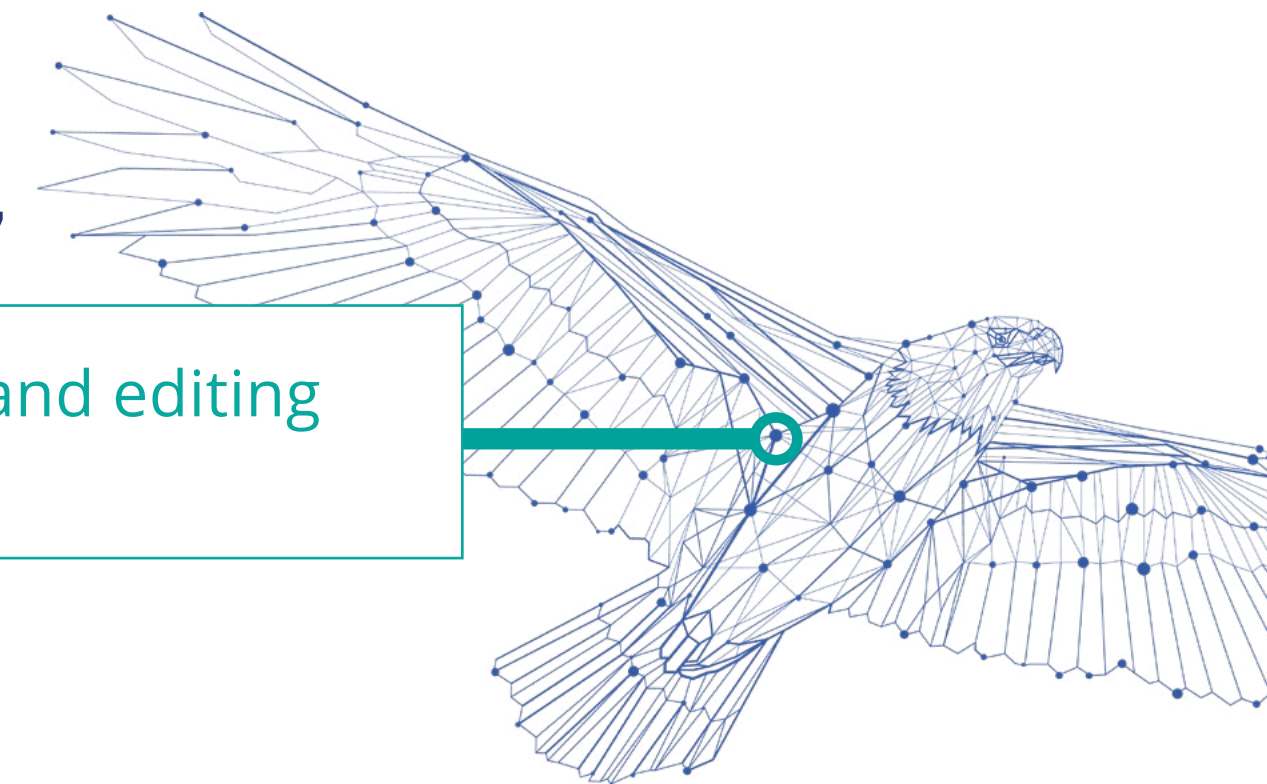
Module 5

An Introduction to Power BI

Building Power BI Dashboards

Module 6

Data Visualisation and Storytelling

Module 7

Creating and editing Macros

Data Analysis and Visualisation Course Prospectus

Course and Module Overview

Module 1

Data Analysis

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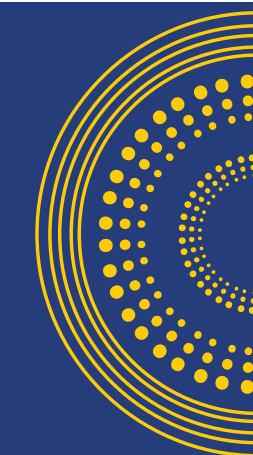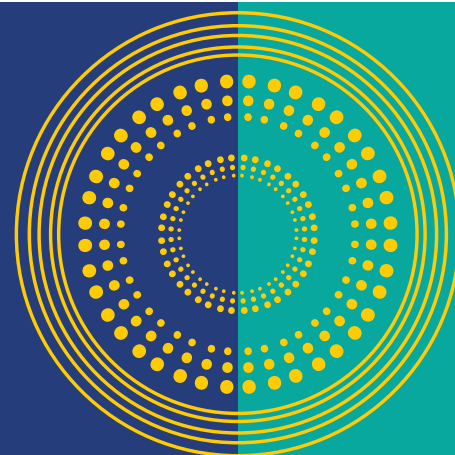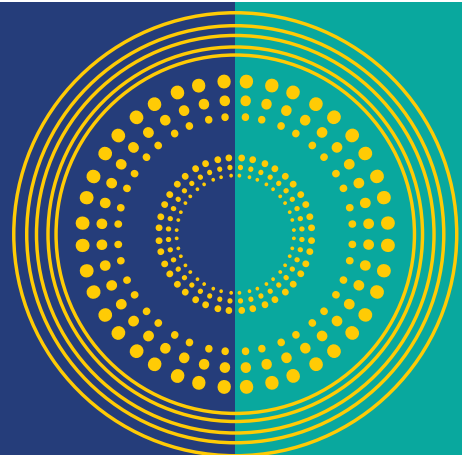- Data Literacy for All

Module 2

Excel

- 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: Best Practices

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

Data Analysis and Visualisation Course Prospectus

Course and Module Overview

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

Power BI

- 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
- Power BI Bootcamp: Session 2
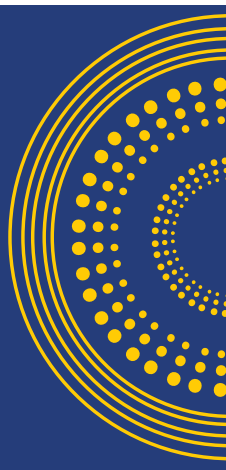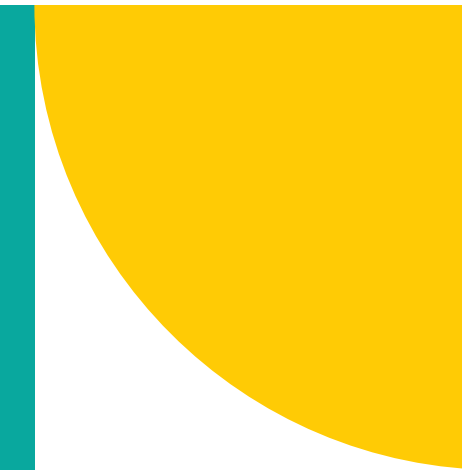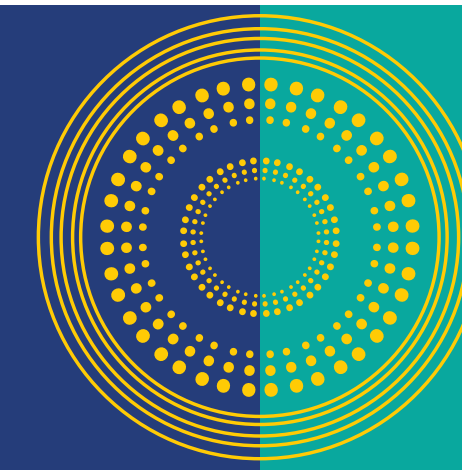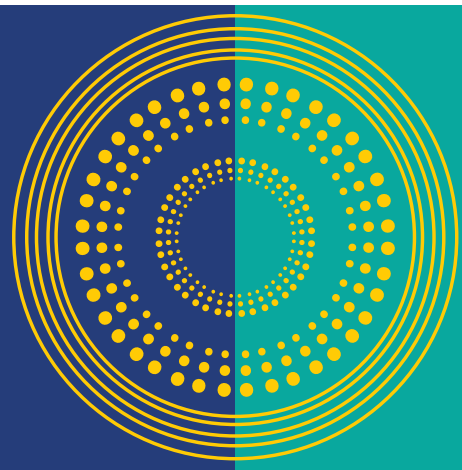- Power BI Bootcamp: Session 3

Module 6

Data Visualisation and Storytelling

- Bootcamp 1 to 4

Module 7

Macros in Excel

- Creating and Editing Macros in Excel 365

Content Experts and Lecturers

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.

About LRMG IT Talent Advisory Team

LRMG (Pty) Ltd wholly own Impactful Specialist Solutions, previously known as Altron People Solutions. In partnership with Skillsoft Percipio, LRMG's partners over the last 15 years, we provide you with one of the world's leading Tech and Dev learning content and learning management systems.

Our IT Talent Advisory team help you to identify exactly what your Tech and Dev talent and skills gaps are. They assist you in formulating an IT Talent strategy to close those gaps, and design blended learning solutions that deliver the results your business needs to thrive - with the best IT, L&D and Digital Development leaders to ensure that you get top development experience for your people and your business.

LRMG has a certified AAA+ rating and is a Level 1 Contributor to B-BBEE as per the South African DTI's gazetted Codes of Good Practice. LRMG has a 25-year global track record for creating profit through people and their processes. We service clients in 18 African countries.

The BEST of it all!

We make it simple to access the skills you need.

We understand that studying can be daunting and that having your Tech and Dev people spend many work hours in training is costly. But it doesn't have to mean time out of the office, tedious travel to a campus, or fitting in with a campus schedule.

LRMG's IT Talent team brings the campus experience online in your business in the form of an in-house Tech & Dev Capability Academy. Our dedicated course leaders facilitate your journey and your people receive all the support they need to successfully complete the course.

With expert content designed to deliver individual and business competence in collaborative and engaging blended learning experiences, your people can step up and be assured that their skills remain current and at the forefront.

Contact Us

🌐 https://impactful.co.za/

📞 +27 (0)87 941 5764

in https://www.linkedin.com/company/impactful-specialist-solutions/

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Payment options

We have various payment options for students. When you apply we will be able to discuss these with you and help you choose the best option for you.