COURSE OVERVIEW

Course Name:
Microsoft Excel 2019:
Data Analysis

COURSE DURATION: 2 Days

Gauteng:
3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
2196
Tel: 087 941 5764
sales@impactful.co.za

Gauteng:
192 on Bram
192 Bram Fischer Drive
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Cape Town:
3rd Floor Thomas Pattullo Building
19 Jan Smuts St
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COURSE OVERVIEW

This course builds upon the foundational knowledge presented in the Microsoft Office Excel 2019 Essentials course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organisational intelligence. The ability to analyse data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that can compete at a high level.

COURSE OBJECTIVES

To create and develop Excel worksheets and workbooks to work with and analyse the data that is critical to the success of your organization.

You will

- Work with lists.
- Apply conditional formatting.
- Use charts and sparklines.
- Create PivotTables and PivotCharts.
- Forecast data.
- Import and export data

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COURSE OUTLINE

Lesson 1: Working with Lists
    Topic A: Sort Data
    Topic B: Filter Data
    Topic C: Query Data with Database Functions
    Topic D: Outline and Subtotal Data

Lesson 2: Automating Workbook Functionality
    Topic A: Apply Data Validation
    Topic B: Search for Invalid Data and Formulas with Errors
    Topic C: Work with Macros

Lesson 3: Formatting a Worksheet
    Topic A: Apply Basic Conditional Formatting

Lesson 4: Analyzing Data
    Topic A: Create and Modify Tables
    Topic C: Apply Intermediate Conditional Formatting
    Topic D: Apply Advanced Conditional Formatting

Lesson 5: Visualizing Data with Charts
    Topic A: Create Charts
    Topic B: Modify and Format Charts
    Topic C: Use Advanced Chart Features

Lesson 6: Creating Sparklines and Mapping Data
    Topic A: Create Sparklines
    Topic B: Map Data

Lesson 7: Using PivotTables and PivotCharts
    Topic A: Create a PivotTable
    Topic B: Analyze PivotTable Data
    Topic C: Present Data with PivotCharts
    Topic D: Filter Data by Using Timelines and Slicers

Lesson 8: Forecasting Data
    Topic A: Determine Potential Outcomes Using Scenarios
    Topic B: Forecast Data Trends

Appendix A: Mapping Course Content to Excel Associate (Office 365 and Office 2019): Exam MO-200

Appendix B: Mapping Course Content to Excel Expert (Office 365 and Office 2019): Exam MO-201

Appendix C: Microsoft Office Excel 2019 Common Keyboard Shortcuts

Appendix D: Importing and Exporting Data

Appendix E: Working with Power Pivot

Appendix F: Advanced Customization Options

Appendix G: Working with Forms and Controls

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