

Excel Level 4: Enhance Business Efficiency: Data Management, PowerQuery and Dashboards Course

All versions

Description

The advanced course helps you to Get and Transform data; use power query to clean and correct data; use advanced analysis using pivot tables and create dashboards.

Who should attend

People who work with large amounts of data that they need to clean, organise and analyse for reporting purposes.

Duration

2 full days onsite/public venue/online

Unit Standards

There is no unit standard for this course.

Prerequisites

Knowledge of advanced features is essential. Our Excel level 3 is a prerequisite.

COURSE CONTENT

Getting data

Module 1: Understanding, creating a Database

- Databases & Correct Data Input
- Using the Get & Transform Data
- Importing from a PDF
- Importing from Text

Cleaning Data

Module 2: Correcting the Data

- Removing Duplicates
- Find & Replace
- Go to Special
- Replacing Blank cells
- Convert Text to Number Values & Numbers to Text
- Using Find & Replace and Go to Special
- Text functions
- Date Functions

Module 3: Using PowerQuery to Clean & Correct Data

- Using different sources & Table relationships

- Creating Data Models
- Transforming Data

Module 4: Pivot tables

- Using Pivot Table
 - Pivots on Steroids
 - Advanced Analysis

Reporting on the Data

Module 5: Creating Dashboards

- Design Principles
- Pivot Charts
- Slicers & Timelines
- Hyperlinking
- Sparklines

Addendum:

- 3D maps