

Duration

4 days

Who Should Attend?

This advanced course is specifically designed for Analysts working in the Commercial & Government sectors

Overview

Provide students that have a working knowledge of MS Excel, the opportunity to further their skills in analytical functions. Course will focus on the overview of data analysis including data quality, format & cleaning in MS Excel and how to use these tools to turn the data and analysis results into actionable intelligence.

An interactive course using a combination of lecture, hands-on work and exercises.

Objectives

By the end of the course, you will be able to:

- Data analysis overview and principles
- Data collection, collation, and preparation
- Approach, process, and techniques
- Data quality, format and cleaning
- Understand systems and types of data sources
- Understanding the format of content in fields in Excel
- Filtering and Formatting. This module explains how to create a report in Excel using Filtering and Formatting.
- Excel Tables. This module explains how to create data tables in Excel.
- Pivot Tables and Pivot Charts. This module describes pivot tables and pivot charts.
- Dashboards. This module describes Excel dashboards, how to create and use them

Course Pre-requisites

You **must** be familiar with using Microsoft Windows & Microsoft Office Suites

