Getting started with Data Analysis in MS Excel: Data Formatting, Pivot Tables, and Introduction to Power Query

GOALS

Data analysis is rapidly evolving, and Excel is keeping up with this trend. Through this training, you will not only gain up-to-date insights into pivot tables but also become familiar with Power Query. This knowledge is essential for anyone who needs to clean/transform data before analysing it.

The objectives of this training are to:

- extract the maximum value from your data (numbers, dates, times, text);
- introduce Power Query as a time-saving tool for transforming data lists;
- efficiently create up-to-date pivot tables.

At the end of the course, you will be able to analyze your databases from all perspectives and present them in a didactic and professional manner.

SUMMARY

Category:

- Personal development

Difficultylevel:

Advanced

Certification type:

In class training

Price:

- Member: € 575.00
- Non member: € 675.00
- Partner BZB: € 575.00
- Incompany: custom tailored, prices on demand

INTENDED AUDIENCE

This training can be followed by various target groups:

- commercial and administrative staff;
- employees who report;
- managers;
- other roles needing to analyse data.

FOREKNOWLEDGE

Personal development training: this training requires a general basic knowledge of the subject.

Required prior knowledge:

- Basic knowledge of Excel;
- Familiarity with sorting and filtering in Excel;
- Basic knowledge of pivot tables is helpful but not required.

CONTENT

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- Features of a correct database
- Advantages of the "table" format
- Sorting and filtering data (advanced techniques)
- Creating pivot tables (Pivottables) based on one or multiple lists/tables
  - Analyzing with pivot tables
  - Basic and advanced techniques in pivot tables
- Querying two linked tables in a data model
- Introduction to Power Pivot for querying multiple linked tables
- Working with Power Query
  - Suitable for cleaning up lists
  - The new way to link data lists/tables in Excel
  - Creating workflows to save time

PRACTICAL INFORMATION

- **Duration**: 1 day training (6 class hours)
- **Hours**: 09:00 to 17:00
- **Location**: Febelfin Academy: Phoenix building, Koning Albert II-laan/Boulevard du Roi Albert II 19, 1210 Brussels
- **Language**: This training will be given in English

METHODOLOGY

You follow a **'Classroom training'** in a group. You, the other participants and the teacher are all present in the same classroom at an agreed time. There is an opportunity for interaction and feedback, both from the participants to the teacher and vice versa. The teaching material consists as a basis of a presentation via the MyFA learning platform, supplemented with various other items (such as digital syllabus, presentation, audiovisual fragments, etc.).

Training material: Powerpoint presentation (slides).