Dynamic web training
The Ultimate Training Experience

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Excel for Data Analysis

Excel

About The Course

This course is suitable Excel users who have already have knowledge of the Microsoft Excel and wish to implement Business Intelligence components into their workbooks and use visualisation tools.

The course will cover QUERY from the Get and Transform in Excel along with connecting data through SQL Server Connections. It will also explore obtaining data from Access, Text Files, the Web and Excel files and tables and then transforming the tables by renaming, removing, splitting and merging table columns. This course will cover various filtering techniques as well as aggregating values, calculating columns, unpivoting rows and merging queries.

This course will also introduce participants to Data Analysis Expression (DAX) language and bring together Text Based Visualisation with Pivot Tables using Cards and the Matrix views to see the results of DAX functions.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

Who Should Do This Course?

This course is suitable for participants who want to extend their advanced Excel skills and be able to implement Business Intelligence within their Excel workbooks.

Prerequisites

Participants should have completed up to our Advanced Excel course or have equivalent skills.

Content

Unit 1: Get and Transform Introduction

- Link External Data to Query
- Understand the Query Editor
- Use the Query Settings
- Apply Query Options
- Import Data into the Data Model
- Edit an Existing Query

Unit 2: Accessing Data Types from Query

- Create a SQL Server Connection
- Understand the Database Query Editor
- Review Data Download from the Database
- Import Data from Text Files
- Import Data from a Folder
- Import Data from Excel Files
- Work with Data from the Current Workbook
- Import Data from an Access Database
- Import Data from the Web

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Unit 3: Transforming Data in Query

- Name Columns
- Remove Columns
- Split Columns
- Merge Columns
- Set Column Data Types
- Filter Rows
- Filter Row Ranges
- Remove Duplicate Values
- Filter Out Rows with Errors
- Sort Columns
- Change Values in A Table
- Use Text Transformations
- Use Fill Up and Down to Replace Missing Values
- Aggregate Values
- Calculate Values across Custom Columns
- Duplicate Columns
- Unpivot Columns to Rows
- Merge Queries

Unit 4: Importing Data into PowerPivot

- Load Data from a Server Database
- Preview and Filter a Table
- Write Queries to Select Data from a Database
- Load Views from a Database
- Load Tables from an Access Database
- Load Data from Text Files
- Load Data from Excel Files
- Load Data from Excel Table

Unit 5: Data Model Relationships

- Create Table Relationship Joins
- Manage Relationships
- View Relationships

Unit 6: Transforming Data in PowerPivot

- Rename Tables
- Delete Tables
- Move a Table
- Freeze and Unfreeze Columns
- Hide Columns
- Filter Columns
- Sort Columns
- Sort a Column Based on Another Column
- Hide Tables
- Create a Hierarchy
- Alter Table Behaviour

Unit 7: Power Pivot vs Power Query

- Understand the Difference between Power Query and Power Pivot

Unit 8: DAX Measures for Columns

- Create a Concatenated Column
- Create a Calculated Column
- Use the RELATED Function
- Complete a Task
- Create a Hierarchy
- Calculate Across Tables
- Use the RELATEDTABLE and ROWCOUNT Functions
- Use the IF and ISBLANK Functions

Unit 9: DAX Measures and Metrics

- Create a Count Measure
- Create Measures with Multiple Tables
- Use the SUMX Function
- Filter using the CALCULATE Function
- Use the FILTER Function

Unit 10: DAX Time Intelligences Calculations

- Create a Calendar
- Create Calendar Values
- Create Year to Date Sales
- Create Month to Date Sales

Unit 11: Text Based Calculations

- Create a Pivot Table
- Create a Table Visualisation
- Modify and Move the Table
- Create a Card Visualisation
- Create a Matrix Visualisation
- Filter a Table, Card and Matrix

Unit 12: Power Maps

- Open Power Maps
- Add Geocode to Power Maps
- Navigating 3D Map
- Add Values to the 3D Map
- Add Categories to the 3D Map
- Add Time Dimension to 3D Map
- Filter 3D Maps
- Playing a Tour