

ME-EXL365DAP: MICROSOFT EXCEL FOR OFFICE 365: DATA ANALYSIS WITH PIVOT TABLES & POWER PIVOT

| DURATION | LEVEL | TECHNOLOGY | DELIVERY METHOD | CERTIFICATION |
|----------|--------------|------------|-----------------|------------------------|
| 1 Day | Intermediate | Office 365 | Instructor-led | Attendance Certificate |

INTRODUCTION

We live in an era of big data, where vast amounts of information are constantly collected and stored, creating an urgent need for tools and skills to analyze and interpret this data effectively. Microsoft® Excel® goes beyond basic PivotTables by offering advanced features like Power Pivot and PivotCharts, enabling you to organize, manipulate, and present data in meaningful ways that drive informed, data-driven business decisions. By mastering these capabilities, you can transform overwhelming datasets into actionable insights, gaining a competitive edge and improving decision-making outcomes. This material benefits users of any current Office version, with the classroom environment based on Excel for Office 365.

AUDIENCE PROFILE

Students taking this course are experienced Excel users who are seeking to advance their data-analysis capabilities.

PREREQUISITES

To ensure your success in this course, you should have experience working with Excel and PivotTables/PivotCharts. You should already understand spreadsheet concepts and be comfortable creating and analyzing basic PivotTables. You can obtain this level of skills and knowledge by taking the following courses:

- Microsoft® Excel® for Office 365: Part 1
- Microsoft® Excel® for Office 365: Part 2

COURSE OBJECTIVES

In this course, you will learn:

- Prepare data for PivotTable reporting and create PivotTables from various data sources.
- Analyze data by using PivotTables.
- Work with PivotCharts.
- Get started with Power Pivot.
- Visualize Power Pivot data.
- Work with advanced functionality in Power Pivot.

COURSE CONTENT

Module 1: Preparing Data and Creating PivotTable

- Prepare Data
- Create a PivotTable from a Local Data Source
- Create a PivotTable from Multiple Local Data Sources
- Create a PivotTable from an External Data Source

Module 3: Working with PivotCharts

- Create a PivotChart
- Manipulate PivotChart Data
- Format a PivotChart

Module 5: Visualizing Power Pivot Data

- Create a Power Pivot Report
- Create Calculations in Power Pivot

Module 2: Analysing Data by Using PivotTables

- Summarize PivotTable Data
- Organize PivotTable Data
- Filter PivotTable Data
- Format a PivotTable
- Refresh and Change PivotTable Data

Module 4: Getting Started with Power Pivot

- Enable and Navigate Power Pivot
- Manage Data Relationships

Module 6: Working with Advanced Functionality in Power Pivot

- Create a KPI
- Work with Dates and Time in Power Pivot

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course, students will receive an attendance certificate