

DATA VISUALIZATION

ADVANCED

5 DAYS

Data Visualization and Analysis with Excel

Build a strong foundation in data analysis and visualization using Microsoft Excel to support effective decision making. Learn how to clean and analyze data, create dynamic dashboards, apply advanced analytical tools, and communicate insights through impactful visualizations.

Why Excel?

Accessible and Widely Used

Excel is one of the most widely used software tools in the business world. This makes it a practical choice for data analysis and visualization without the need for specialized software or extensive training.

Data-Driven Decision Making

With Excel's data analysis capabilities, businesses can base their decisions on accurate and well-organized data.

Quick and Agile Analysis

Excel enables businesses to analyse quickly and agile data. It offers a range of built-in functions and tools for data manipulation, allowing users to clean, transform, and summarize data efficiently.

What you'll be able to do

- ✓ Understand the fundamentals of data visualization and its importance in decision-making.
- ✓ Learn to clean, organize, and format raw data for effective analysis.
- ✓ Gain proficiency in Excel's built-in functions for descriptive statistics and data summarization.
- ✓ Create stunning and dynamic charts, graphs, and dashboards to communicate insights visually.
- ✓ Utilize PivotTables to analyze and extract valuable patterns from complex datasets.
- ✓ Apply conditional formatting to highlight key data points and trends.
- ✓ Master advanced data analysis tools, including Solver, Scenario Manager, and Data Analysis ToolPak.
- ✓ Implement trendlines and forecasting techniques to predict future outcomes.
- ✓ Understand the principles of data visualization best practices and design aesthetically pleasing charts.
- ✓ Effectively combine multiple data sources using Excel's data connection features.
- ✓ Enhance interactivity in your reports using filters, slicers, and dynamic data ranges.

Who this is for

- Business Analysts
- Data Analysts
- Data Scientists
- Project Managers
- Anyone Interested in Data Skills

Curriculum

01 Excel Foundations

- Apply excel foundations in practical visualization workflows
- Build and refine examples using realistic datasets
- Check clarity, accuracy, and stakeholder readability
- Document choices and iterate based on feedback

02 Data Entry and Formatting

- Apply data entry and formatting in practical visualization workflows
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03 Formulas and Functions

- Apply formulas and functions in practical visualization workflows
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04 Charts and Graphs

- Apply charts and graphs in practical visualization workflows
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05 PivotTables

- Apply pivottables in practical visualization workflows
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06 Sorting, Filtering, and Validation

- Apply sorting, filtering, and validation in practical visualization workflows
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07 Data Connections and Cleaning

- Apply data connections and cleaning in practical visualization workflows
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08 Analysis ToolPak and What-If

- Apply analysis toolpak and what-if in practical visualization workflows
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09 Forecasting and Sparklines

- Apply forecasting and sparklines in practical visualization workflows
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10 Tables, Slicers, and Dashboards

- Apply tables, slicers, and dashboards in practical visualization workflows
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11 Collaboration, Security, and Automation

- Apply collaboration, security, and automation in practical visualization workflows
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12 Case Studies and Decision Making

- Apply case studies and decision making in practical visualization workflows
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