


TECH 
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Data Analytics with Microsoft Excel

About Course

This course has been designed to help the participants understand the concepts of data analytics and make use of them with Microsoft Excel. It starts by introducing data analytics concepts, business intelligence concepts and how data analytics and business intelligence are related. After that, participants will be taught how to connect Microsoft Excel with different data sources. Then afterwards, the course will go through extensive details on computational analysis and data analytics in Microsoft Excel. The participants will be shown how to use functions, pre-defined functions, conditional formatting, sorting tools, filtering, tables' tools, pivot tables, D functions, Power Pivot tools, Power Query tools and Power Mapping tools. Following that, the concepts of data integration will be explained and practiced by going through different scenarios. Afterwards, participants will be shown how to make use of the data analytics tool in Microsoft Excel to generate different kinds of reports and dashboards. Throughout this course many tips, tricks and secrets will be shared that are the result of many years of work and research. At the same time, the course will be fully practical-based with hands-on cases and small-scale projects in order to develop a solid understanding of the concepts.



Outline

- Introduction
- What is data analytics?
- What are the analytical tools in Microsoft Excel?
- What is business intelligence?
- How is data analytics related to business intelligence?

Connecting to multiple data sources:

- Flat Files:
 - Microsoft Excel
 - CSV files
- Databases:
 - Microsoft SQL Server
 - Oracle
 - Microsoft Access
- Azure
- Online services
- Web pages

Computational analysis and data management:

- Functions
- Predefined (built-in) functions
- Conditional Formatting
- Sorting tools
- Filtering
- Tables' tools
- Pivot tables
- D functions
- Power Pivot
- Power Query
- Power Mapping

Data Integration:

- Database relationship concepts
- Joint functions and concepts
- Vlookup functions

Useful Data Analytics outputs:

- Ad-hoc reports
- Static reports
- Dynamic reports
- Static and dynamic dashboards

This course is important for:

- Professionals who need to deal with analyzing data.
- Professionals who wish to create an analytical playground.
- Professionals who need to deal with business reporting.
- Professionals who need to create business intelligence outcomes.
- Managers.
- Decision makers.

The course is available with the following modes:

- **Online live instructor-led mode:**

The course will be delivered using ZOOM application. Participants are required to install ZOOM application to their computers.

- **Face to face instructor-led mode:**

The course will be held in a training venue at reputable hotel or business center. The participants will be informed about the venue details after registration. Participants are required to bring their own computing devices.

Duration

- One day, from 9 am - 5 pm , including refreshments and lunch break.

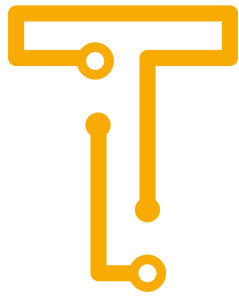
Software Requirements

Participants are required to have the following software to be installed prior to the course session:

- **ZOOM**
- **Microsoft Excel 2016 or higher**
- **Microsoft Access 2016 or higher**

Course Prerequisites

To have good understanding for the course, it is important to have at least basic computer skills and basic understanding for relational database concepts.



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