

Microsoft Excel Expert- Part 2

Database Management

Course Description

Need to do time tracking of various staff on various projects? Need to download reams of data from an online data source? Now you need to make sense of it all!

Learn how Excel will capture potential data errors, minimize input errors and then automate the updating of datasets into Excel table and then into Pivot Tables and Pivot Charts. Also learn strategies for collecting and validating data with tables. Understand how to automate the collection and cleaning up of data using Power Query and then how to analyze with Pivot Tables. And also learn how to create dashboards for visually displaying data and using slicers to quickly filter and change graphical reports. Learn to use the new Excel's Business Intelligence (BI) Tools that can make updating and analyzing data a breeze.

Course Duration: 7 hrs

Basic Skills Checklist

The following list summarizes skills that students will be comfortable with after this course.

- Create tables and learn to sort, filter and report on data with a few clicks
- Add data validation, including using pick lists
- Remove duplicate data; circle invalid data
- Use data analysis tool
- Create and modify Pivot Tables
- Create and modify Pivot Charts
- Add calculations and custom functions within a Pivot Table
- Use slicers and filters with Pivot Tables
- Import data with Power Query

Course Prerequisites

The course assumes that students have completed the Excel Core course or have equivalent knowledge.

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