Microsoft Excel Data Analysis using Power Tools Training

Duration: **3 Day**

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Overview

Microsoft Excel remains one of the most popular tools for data analysis. It comes equipped with built-in “power tools” such as **PivotTables**, **Power Query**, and **Power Pivot** that allow for deep and flexible data manipulation.

This {*training} is designed to explore both new and enhanced data tools available in Excel. It’s aimed at anyone who needs to work with Excel to **connect, organize, prepare, process, analyze, and display data**, producing actionable views and outputs for all organizational levels.

Prerequisites

Attendees must be experienced Excel users who have either:

- Attended the *Excel Advanced* course
- Or possess equivalent knowledge and are comfortable with:
  - Creating, formatting, and saving worksheets and workbooks
  - Writing formulas using functions like SUM, AVERAGE, COUNT
  - Working with list tools such as sorting and filtering
  - Creating and modifying PivotTables

Note: This course is suitable for users of Excel 2016, 2019, 2021, and 365 only.

What You Will Learn

By the end of this {*training}, you will have gained knowledge and skills in the following areas:

- Understand data types and analysis concepts
- Import and connect to external data
- Prepare and clean data using Power Query Editor
- Model data with Power Pivot
- Use **DAX formulas** to perform advanced analysis
- Visualize data using PivotTables, PivotCharts, and conditional formatting

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Outline

Module 1: What is Data?

- Different types of data
- Types of data analysis
- Overview of Excel's data tools
- The data analysis framework

Module 2: Connecting to Data Sources

- Working with common data sources
- Importing and connecting to external data
- Managing queries and connections

Module 3: Transforming Data with Power Query Editor

- Overview of Power Query Editor
- Data types in Power Query
- Combining multiple data sources
- Cleaning and shaping data
- Creating calculated columns

Module 4: Data Modeling with Power Pivot

- Introduction to Power Pivot
- Loading data into the Data Model
- Creating and managing data relationships

Module 5: Analyzing Data with DAX in Power Pivot

- Fundamentals of DAX (Data Analysis Expressions)
- Creating calculated columns
- Creating measures
- Working with date tables

Module 6: PivotTables

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- PivotTable fundamentals
- Creating PivotTables using the Data Model
- Adding dynamic filters with Slicers and Timelines

Module 7: Data Visualization

- Creating PivotCharts
- Using hierarchies and drill-down techniques
- Applying other visual tools
- Conditional formatting
- Key Performance Indicators (KPIs)