

Virtual Training • Facilitator-led

# Excel for Analysts

Do you have difficulty to consolidate various data sources into a single, meaningful Excel dashboard?

Then this course is for you.

During this course, you will learn how to navigate through the different program functionalities, and also acquire the know-how on how to tell a data story by applying Excel visualisations.

By using practical and real-life scenarios related to a typical business analytical process, we will journey through the various logical steps one can follow to gain real data insights.



## Audience Overview

This course is designed for corporate individuals or teams that would like to take their advanced Excel skills to the next level. It is for anyone who works with data on Excel.

This course will show you how to link and model data in Excel and create visual reports that reveal data insights.



## Course Outcomes

At the end of the course, you should be able to describe the components of Excel, analyse data using functions, compile Pivot tables, visualise data and build dashboards in Excel.



## Course Outline

Topics covered during the course include:

- Perform data analysis fundamentals.
- Visualise data with Excel.
- Analyse data with formulas and functions.
- Analyse data with PivotTables.
- Present visual insights with dashboards in Excel.
- Perform statistical analysis.
- Get and transform data.
- Present insights with reports.

## Included:

Course material includes a workbook that contains key concepts on each topic covered. In addition, you will have access to the digital student resources folder, consisting of Excel workbooks.

## Duration:

**16**  
Hours

## Prerequisites:

- Microsoft Teams access
- Microsoft Excel installed
- The learner must have fundamental knowledge of Excel, and have basic knowledge of data modelling.