



### Level 3 Excel Data Analysis

**Duration:** Face-to-Face 5 days (Mon-Friday) or Online 6 weeks @ 3hrs per weeks

**[Courses can be taken as a 5 day Corporate or ONLINE Training]**

This is our 3rd and final course in the Excel Professional training series.

We strongly encourage you to start at **Level 1 Excel Core Fundamentals**, then **Level 2 Excel Data Management**; before attempting **Level 3 Excel Data Analysis**.

The purpose of this course is to introduce you to the Excel tools and techniques used in analysing data. At this level, we take you beyond rows, columns and primitive charts by introducing how to calculate **Key Performance Indicators (KPI)** and create Excel interactive **dashboards**.

Data Analysis is the process of transforming and analysing data. Organisations and enterprises are making use of Big Data more than ever before to inform business decisions and gain deep insights into customer behaviour, trends, and opportunities for creating extraordinary customer experiences. Data Analysis make sense of the vast quantities of data that by analysing it, to draw meaningful patterns and insights to make informed decisions and strategies.

#### Course Outline

##### **Day 1 / Week 1 - Structure of source Data**

- Flat files vs tabular data
- Descriptive analytics techniques

##### **Day 2 / Week 2 - Data Analysis ToolPak**

- Generating Random Samples
- Creating Histograms
- Calculating Correlation
- Linear Regression

##### **Day 3 / Week 3 - Pivot Tables**

- Pivot Table Analyse
- Pivot Table Design
- Calculating Key Metrics

##### **Day 4 / Week 4 - Data Analysis Techniques**

- Comparative Analysis
- Trend Analysis
- Ranking Analysis
- Contribution Analysis

##### **Day 5 / Week 5 - Designing Interactive Dashboards**

- Types of dashboards
- Dashboards and Pivot Tables
- Data Visualisation
- Customising Dashboards
- Protecting and sharing Dashboards