



Excel: Introduction to Data Analysis

Course Length: 3 Hrs

Learn a wide range of skills and techniques which will help you work with large lists of data and produce useful information for business decisions.

Learn how to work at speed with long lists of data, structure data correctly, sort lists in order, filter records to find information, automatically highlight records that meet specific criteria, work with Tables of data to simplify analysis, create PivotTables and more.

Is this the right course for you?

You will be comfortable with the content of this course if you can already use formulas and functions to perform simple calculations in Excel.

If you would like to learn more complex data analysis skills, we recommend attending the Advanced Data Analysis course.

Course Content

Shortcuts

Work at speed with Excel

Learn how to

- Use the keyboard instead of the mouse for frequent commands
- Use smart tags to complete common data analysis tasks

Data Structure and Editing

Set up and edit lists of data

Learn how to

- Set up lists of data correctly for analysis
- Use Find and Replace to edit data

Sort and Filter Data

Organise and find data at speed

Learn how to

- Sort data into alphabetical or numerical order
- Create customised filters to find data that meets specific criteria
- Use the keyboard to apply filters and find records

Conditional Formatting

Automatically highlight records that meet certain criteria

Learn how to

- Highlight records that meet specific criteria
- Use colours and icons to represent values
- Draw attention to high and low figures
- Highlight duplicate values

Introduction to Tables

Create Tables for quick and effective data analysis

Learn how to

- Convert a list of data into a Table
- Add new columns to a Table
- Add new records to a Table
- Add formulas to a Table
- Filter a Table
- Use Table tools to perform useful calculations

Introduction to PivotTables

Create PivotTables to summarise and analyse data

Learn how to

- Create a PivotTable
- Change the layout of a PivotTable
- Filter a PivotTable to display required data
- Change the calculations performed within a PivotTable
- Refresh a PivotTable to display current data
- Create a PivotChart to graphically present data within a PivotTable

More Information

Feedback from trainees

Really well explained, had the potential to get complicated but wasn't thanks to the trainer's patience!

The trainer was excellent. He's made a real difference in how I will use Excel going forward.

Suitable for all versions of Excel

This course is suitable for all versions of Excel, whether you are using a Windows laptop or desktop, an Apple Mac or mobile device. All releases of Excel are also covered.

Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

Further training

Introduction to Data Analysis is an IQ-IT core skills course, focusing on learning fundamental skills to gain the most from Excel. If you would like to learn more about Excel or any MS Office software, you can attend another core skills course or tailor a course to suit you. To find out more, please visit www.iq-it.co.uk.