

Course Fees : \$866.00 (Before Funding *)

// TPGateway Course Code

TGS-2024042142

[SFC](#) ▶



// Funding

SFC : Available for all Singaporeans above 25 years.

UTAP : Available for all NTUC Members

// Format

Virtual Instructor Led Training (**VILT**)

VILT takes the fundamentals of face-to-face (F2F) **training** and replicates the experience **online** and **live**.

// Duration

2 day or 16 hours

// Prerequisites

- Basic Knowledge of Excel
- Computer with Excel Installed

// Certification

On successful completion of the course, you will receive a Certificate of Course Completion Certificate from **TÜV NORD**.

// Who should attend this course?

- Business Professionals
- Marketing Analysts
- Finance and Accounting Professionals
- HR Professionals
- Students and Recent Graduates
- IT Professionals
- Anyone with an Interest in Data Analytics

Description

Master the art of data analytics with our comprehensive 2-day Excel course. This program is designed to equip participants with essential skills to manage, transform, and analyse data using Microsoft Excel's powerful functions. You'll learn how to perform data analysis, use Excel's built-in functions, and understand key concepts in data transformation and visualization. The course is perfect for those aiming to enhance their data storytelling abilities using Excel.

Module 1: Basic Functions of MS-Excel

This module takes you through hands-on operations on some basic but extremely useful and common functions used everywhere. Some tricks and keyboard shortcuts will be shown while doing data analysis.

- Exploring Window and playing with cells
- Formatting Cells, Freezing & Conditional Formatting
- Excel built-in functions with categories
- Power functions and Statistical functions

Module 2: Analysing Data using Excel

One of the important parts of data analytics is making sure data is in the most optimized form. Non optimized data tends to slow down visualizations and makes the process messy. This module will teach a few concepts of data analysis techniques which can help to get things much faster.

- Instant Data Analysis
- Conditional sorting of data
- Removing Duplicates while Cleaning
- Flash Filling of Data

Module 3: Referencing Data in Worksheets

When we have information spread across several different spreadsheets, it can seem a daunting task to bring all these different sets of data together into one meaningful list or table. Using different referencing functions, we can get the data into a single working sheet. We will go through how the above can be ensured as part of this module.

- Cross-referencing concept
- VLOOKUP and Reference functions
- HLOOKUP function
- XLOOKUP function

Module 4: Data Transformation using Text-to-Column

Sometimes we need to transform the available data into required output format. Data requires cleaning and must be in the correct data type format. Text-to-column feature simply helps in these operations.

- Operations using Text-to-column
- Splitting cell values
- Correct Date Format



Module 5: Analysis in Excel Tables

Excel Table is a range of cells formatted to help you analyze data easily. Tables have styles to make it more understandable. Filters and Slicers can be easily applied. It is a fast way to do simple data analysis.

- Create Excel Tables and Range
- Summarizing Data and Styling Tables
- Sorting and Filtering Tables
- Absolute References

Module 6: Getting Insights using Charts

Identifying the business problem is important before getting into data analysis. But we might have other unknown factors, which can be seen after visualizing the graphical results. Visualizations are as good as they are made to look. It is important to know how to format your visualizations to have them convey the right information to the stakeholders. In this module, we will cover the various formatting options available for different graphical options.

- Creating basic Charts
- Style Charts with Design Tabs
- Fine Tune Chart Elements
- Creating a simple dashboard using various charts

Module 7: Accessing data using Pivot Tables

This module introduces one of the most powerful techniques used in data analysis in Excel. A Pivot table is essentially a dynamic summary report of your raw data generated from a database. It can transform endless rows and columns of numbers into a meaningful presentation of data. Creating pivot charts using the pivot tables are much easier and efficient.

- Creating Pivot Tables
- Sorting and Filtering Pivot Tables
- Formatting Pivot Tables
- Creating Pivot Charts

Module 8: Automation using Power Query

When the dataset is huge and there is need to do automation, Power Query comes into picture. Power Query is used to create data pipelines in any business operation.

- ETL Concept in Data Warehousing
- Process Automation

Why Choose Avanta Academy?

Avanta Academy, a member of the TÜV Nord Group in Germany, offers a practical and interactive approach to learning Excel for data analytics. Our experienced instructors provide hands-on training, ensuring that participants not only understand theoretical aspects but also acquire practical skills applicable in their professional life.

