

Report Simplified (Option B)

Creating Amazing Data Report and Analysis

Course Overview

By now, you're already familiar with Excel, its functions and formulas, a lot of its features and functionality, and its powerful data analysis tools. You are likely called upon to analyse and report on data frequently, work in collaboration with others to deliver actionable organisational intelligence, and keep and maintain workbooks for all manner of purposes. You need to know how to get Excel to do more for you so you can focus on what's really important. That's exactly what this course aims to help you do. This course is designed for students who already have foundational and intermediate knowledge and skills in Excel and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data. Furthermore, reporting using document with MS Word is another part for presentation. Therefore, combination application of these tools will give advantages to do amazing data report.

Who Should Attend

Who will likely need to perform rigorous analysis, report and visualize of extensive, complex datasets. The reports and visualization data then, use for presentation using MS PowerPoint and even attach in document using MS Word.

Duration

2 Days

Course Objectives

Course objectives upon successful completion of this course, you will be able to perform advanced data analysis and visualize your data for decision making process. Also do presentation and put in documentation. You will:

- Perform formulas with linking worksheet and workbooks
- Apply protection with password for files
- Analyze data by using PivotTables, Slicers and Pivot Charts
- Present your data visually
- Transform data into report in a document

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Course Topics

Module 1	Grouping and Linkind Data in Formula Topic A: Linking Data Between Worksheets and Workbooks • Formula writing • Edit Links Option Topic B: 3D Reference • Creating 3-D Formula Topic C: Consolidate Data • Understand Range and Criteria • Data consolidation Topic D: Creating and Using Named Ranges • Naming Ranges using Name Box • Using Range Names in Formulas • Deleting and Editing Range Names
Module 2	Process of Protection with Password Topic A: Protect Sheet • Can Select Cells • Cannot Select Cells • Can Select Unlocked Cells Topic B: Protect Workbook • Protect Structural Topic C: Protect Range Topic D: Encrypt with Password
Module 3	Dataset Analysis and Visualization Topic A: Create PivotTable • Transactional Data • Grouping data (Date, Text, Number) • Report Layout using Design tab Topic B: Present Data with Pivot Charts • Pivot chart fields Topic C: Filter Data Using Slicers • Insert Slicers • Insert Timeline • Report Connection

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Module 4	Managing Documents with MS Word Topic A: Apply Style and Insert Table of Contents • Modify Style • Apply Style for chapters in long document • Create table of contents • Navigation Pane for contents arrangement Topic B: Working with Tables • Create Table • Formatting Table Topic C: Securing a Document • On developer tab • Create form using Control Form • Restriction Document Access
Module 5	Presenting Data with MS PowerPoint • Media Tools and Animation • Using SmartArt Diagram • Link Charts from MS Excel • Protect Presentation with Password