

Data Analysis using Excel 2016 Add-Ins



Computer Smart Training Centre

SOFTWARE TRAINING SPECIALISTS

Microsoft Excel 2016 - Data Analysis Add-Ins will show you how to use the data analysis add-ins of Microsoft Excel 2016, including using **Power View** to create interactive data visualisations, using **Power Pivot** to create a data model for use with Excel tools such as pivot tables and pivot charts, using **Get & Transform** to import and combine data from a variety of sources such as databases and web sites and using **Power Map** to visualise geographic data.

At the completion of this course you should be able to:

- use **Power View** to examine and analyse data
- perform a variety of analytical tasks using **Power Pivot**
- import and refine data with **Get & Transform**
- effectively create and work with data in **Power Map**

Microsoft Excel 2016 - Data Analysis Add-Ins assumes fluency with Microsoft Excel and the creation of workbooks. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Power View	Power Pivot
<ul style="list-style-type: none">• Understanding Power View• Enabling Power View• Adding Power View to the Ribbon• Creating a Power View Sheet• Working With a Power View Object• Working With Power View Fields• Rearranging and Sorting Fields• Working With Measure Fields• Formatting Power View Data• Tiling Data in Power View• Filtering in Power View• Switching Visualisations• Adding More Power Views• Adding Titles and Images• Updating a Power View Report	<ul style="list-style-type: none">• Understanding Power Pivot• Understanding Relational Data• Enabling Power Pivot• Connecting to a Data Source• Working With the Data Model• Working With Data Model Fields• Changing a Power Pivot View• Creating a Data Model PivotTable• Using Related Power Pivot Fields• Creating a Calculated Field• Creating a Concatenated Field• Formatting Data Model Fields• Using Calculated Fields• Creating a Timeline• Adding Slicers

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Get & Transform

- Understanding Get & Transform
- Understanding the Navigator Pane
- Creating a New Query From a File
- Creating a New Query From the Web
- Understanding the Query Editor
- Displaying the Query Editor
- Managing Data Columns
- Reducing Data Rows
- Adding a Data Column
- Transforming Data
- Editing Query Steps
- Merging Queries
- Working With Merged Queries
- Saving and Sharing Queries
- The Advanced Editor

Power Map

- Understanding Power Map
- Creating a Power Map Tour
- Working With Location Fields
- Working With Mapping Confidence
- Working With Height and Category
- Fields
- Filtering Data
- Navigating a Data Map
- Changing the Look
- Working With Layers
- Working With Scenes
- Working With Scene Options
- Working With Time Settings
- Viewing and Editing a Tour
- Exporting a Tour as a Vid

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