

Microsoft Excel 2016/2013

Analyzing Data with Power Pivot

Course Overview

Do you need to analyze large amounts of data quickly? Excel provides Power Pivot, an add-in to the Microsoft Office Professional Plus suites (not available in the standard suites or non-plus suites) to help you organize, manipulate, and report on your data in the best way possible. In this 1-day class you will learn how to use Power Pivot along with Excel 2016 or 2013 to analyze data from a variety of sources. Following a review of the Data Model and its functionality within an Excel workbook, you will learn how to enable and navigate Power Pivot, how to manage data relationships, how to visualize Power Pivot data, how to create a Power Pivot report, how to create calculations in Power Pivot, how to work with the advanced functionality in Power Pivot, how to create a Key Performance Indicator, how to work with dates and time in Power Pivot, and you will also learn some commonly used DAX functions. Prerequisite Course: Excel Level 3 or equivalent experience.



Course Topics

Using the Excel Data Model

- About the Excel Data Model
- Converting an Excel List to a Table
- Adding Excel Tables to the Data Model
- Adding Access Tables to the Data Model
- Adding a Text File to the Data Model
- Creating a PivotTable from the Data Model
- Understanding Data Model Relationships
- Creating Relationships in the Data Model
- Managing Relationships in the Data Model
- Modifying PivotTable Field Settings

Exploring Power Pivot

- Using the Power Pivot Add-In
- Enabling the Power Pivot Add-In
- Enabling the POWERPIVOT Ribbon Tab
- Viewing Data in the Power Pivot Window
- Working in Diagram View
- Exploring Table Relationships
- Exploring Power Pivot Worksheets
- Sorting Column Data
- Filtering Column Data
- Filtering Imported Records
- Refreshing Power Pivot Data
- Creating Linked Tables
- Refreshing Linked Tables
- Using Power Pivot Help
- Saving Power Pivot Data
- Closing the Power Pivot Window

Importing Multiple Data Sources

- Importing Data from Various Data Sources
- Refreshing Data from a Data Source
- Creating Linked Tables

Manipulating PowerPivot Data

- Organizing and Formatting Tables
- Creating Calculated Columns
- Sorting and Filtering PowerPivot Data
- Creating and Managing Table Relationships

Creating PowerPivot Reports

- Creating a PivotTable
- Creating PivotCharts
- Filtering Data Using Slicers
- Presenting PivotTable Data Visually

Using DAX Functions in PowerPivot

- Manipulating Data Using DAX Functions
- Extracting Data from Tables Using Functions
- Working with Time Dependent Data

Distributing PowerPivot Data

- Protecting Reports
- Saving Reports in Different File Formats