Microsoft Excel: Data Analysis

Sunday, May 30: 9am-3pm PT | 10am-4pm MT | 12pm-6pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is $10.00

If you design your data as a database, an abundance of Microsoft Excel's features become available to you. This class will help you understand the tools you need to master

What is a database?	***Tables***
• *How to create your own database from scratch*	• *Convert a database into a table and shorten your analysis time*
• *How to use named cells and ranges*	• *Explore table features and adding column structured formulas in tables*
• *How to quickly select data when necessary for your input parameters*	***Pivot Tables***
• *How to use conditional functions inside a database*	• *Convert a table into a pivot table for dynamically updatable pivot tables*
Sort and Filter	• *Create an interactive pivot table*
• *Simple and complex sorting tools in a database*	***Dashboard***
• *Simple and advanced filters to define search criteria and report results*	• *Dashboard with slicers and timelines that provide instantaneous answers*
• *Combine advanced filters with database functions to extract the required answers from your data*	***Reports***
Subtotals	• *Use a pivot table to generate reports for further analysis*
• *Use the subtotals feature to quickly summarize related data in two to three steps*	

Pre-requisite for this course: A basic knowledge of Microsoft Excel
Learn a basic level of Microsoft Excel online for free:
https://edu.gcfglobal.org/en/excel2016/
Upskill Your Spreadsheet Skills | The Ismaili Canada (iicanada.org)

Registration for this course with pre-payment is required:
https://iicanada.org/form/microsoft-excel-data-analysis

For more information, please email: epb.crcprairies@iicanada.net, or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039