



Data Analysis & Reporting

This course takes the Pivot Table content of the Advanced course to the next Level. It's more than just an advanced Pivots course though. Using the knowledge and skills that Summit Solutions have attained over the past 17 years as Reporting and Solution specialists, we look at how best to Maximize Excel as an effective tool to analyse and visualize one's data. From cleaning and stripping information into meaningful data ranges, to creating Powerful Dashboards using Data Modelling, this course is designed to take your reporting skills to the next level and beyond!



Pre-requisites: To have attended or be familiar with the course content of our Advanced Course and score at least 40/50 on our free online Pre-Assessment.

Pivot Tables and Charts are actually quite easy to create. The big challenge often is manipulating one's data into the correct format and structure first. In light of this, a big section of this course is dedicated to Cleaning Up and Manipulating Data into the correct format before attempting to Pivot and Report.

Content Covered:

- **Getting Data** – Acquiring and updating data from different sources, including; different File Types and Databases.
- **Cleaning up Data** – Excel Features and Functions for cleaning your data to ensure that it is; Complete, Consistent, Accurate and Up to Date.
- **Organising Data into Meaningful and Useful information** – Joining, Manipulating and Storing Data in a user-friendly format for creating Pivot Tables, Pivot Charts and Dashboards
- **Visualising and Analysing Data** – Using the Old School Formula of SUMIFS and COUNTIFS (which definitely still have their place) as well as using Pivot Tables and Pivot Charts and other useful features such as Conditional Formatting and Maps to create Dashboards.
- **Using the Appropriate Graph or Table for the insight you require** – Understanding which type of graphs to use with which data to get the best insights and tell the right story.
- **Taking it to the next Level** – Power Pivot and Power Query.

Your take-home course material includes:

- Printed worksheet of all the Tasks used in the workshop.
- A tear-off sheet that recaps all the Key Concepts covered including Keyboard shortcuts and Formula.
- A USB flash stick preloaded with all Excel Worksheets used, plus a comprehensive Video File Library that explains in detail all the tasks workshopped during the course.

***excel** (verb) - be exceptionally good at or proficient in an activity or subject.
May this be the course that enables you to Excel.*