Data Analysis using Advanced Excel

Data Fundamentals

- Data Properties
- Data Types
- Data Sources
- Installation
- Open workbook
- Rename a worksheet
- Save
- Copy/Move worksheet
- Delete a worksheet
- Cell Formatting
- Insert/delete/hide/unhide columns
- Find and Replace
- Zoom in or out to a specific zoom level
- Feature of hyperlink
- Paste Special
- Format Painter

Data Processing

- Data Sort and Advance Sort
- Delete a sorting level
- Sort worksheet data by a custom list of values
- Organize worksheet data into groups
- Apply a filter to a worksheet
- Clear a filter
- Special Filter for Dates, Text, and Numbers
- Advanced Filter
- Calculating formulas across worksheets
- Import data from an external source
- VLOOKUP/ HLOOKUP
- Data Validation
- Conditional formatting
- Transpose data
- Functions and calculation
- Mathematical/Financial formula
- Logical calculation (if& else)

Data Analysis

- Descriptive statistics (Mean, Median, SD, Count, Percentage)
- Generate Pivot Table
- Renaming
- Filter a PivotTable
- Table formatting

Data Visualization

- Generate Chart
- Choosing appropriate chart
- Chart Editing
- Save & Export Chart

Statistical Analysis

- Choosing appropriate statistical tests
- T-test
- One Way ANOVA
- Chi-square test
- Correlation
- Linear Regression

Automation
- Macro features

Project Work

Certification