Data Manipulation Series Part 1: Basic Data Manipulation

Instructor Led | Duration: 0.5 Day | Course Number: VZW\_576p

Telecom networks are continuing to transform in fundamental ways - cloud platforms are enabling networks to be run as software-based functions. This enables the management of these networks to become software centric and thus require the use of scripting and software-oriented approaches to automate and manage tasks performed on these networks. Besides the network, all industries are starting to leverage feature-rich tools that analyze massive, varied data sets and set the stage for more productive ways to complete tasks.

This Data and Productivity Curriculum is made up of several topical Series, with each series comprised of several half day modules. Each Series is focused on one aspect of working with Data in a more productive way.

Intended Audience

This workshop is intended for anyone who wants to build knowledge and skills related to leveraging data tools to be more productive.

Learning Objectives

After completing this workshop, the student will be able to:

* Explain the structure of an Excel workbook
* List the various types of cell formats according to contents
* Use filters to view data that is relevant in a context
* Sort large data sets to identify useful data
* Write conditions to format cells as per the data
* Setup print areas to print relevant data
* Describe how charts may be used to present data

Suggested Prerequisites

* Awareness of telecom network
* Basic knowledge of Excel

Required Equipment

* Students will need a laptop with MS-Excel

Course Outline

1. Idiosyncrasies of Data
   1. Hierarchy of an Excel Workbook
   2. Cell types by content
   3. Data validation
   4. Verizon databases and reports

Exercise: Assign formats to cells

1. Viewing Data in Excel
   1. Freeze Panes
   2. Types of Filters
   3. Advanced Filters
   4. Sorting large data sets

Exercise: Filter and Sort data

1. Presenting Data
   1. Conditional formatting
   2. Using print areas
   3. Introduction to charts

Exercise: Conditional Format cells