

Introduction to Data Analysis using Excel

Further Readings

Module 1: 1. Introduction to Reporting in Excel

For more information about available chart types in Excel, please review these resources:

- Excel 2016 (Windows): <https://support.office.com/en-us/article/Available-chart-types-in-Office-2016-for-Windows-009130aa-04ce-498f-a934-b8917f2365b3>
- Excel 2013: <https://support.office.com/en-us/article/Available-chart-types-A019C053-BA7F-4C46-A09A-82E17F3EE5BE>
- Excel 2010: <https://support.office.com/en-us/article/Available-chart-types-b22a8bb9-a673-4d7f-b481-aa747c48eb3d>

Module 2: Excel Tables

For more information regarding Excel tables, please review the following resources:

- Overview of Excel tables: <https://support.office.com/en-us/article/Overview-of-Excel-tables-7ab0bb7d-3a9e-4b56-a3c9-6c94334e492c>
- Using structured references with Excel tables: <https://support.office.com/en-us/article/Using-structured-references-with-Excel-tables-f5ed2452-2337-4f71-bed3-c8ae6d2b276e>

For more information about the IF() function, please review the following resource:

- Advanced IF functions: <https://support.office.com/en-us/article/Advanced-IF-functions-17341cef-510d-4d60-a657-913f878fdacf>

Module 3: Basic Pivot Tables

For more information about PivotTable and PivotChart, please review the following resources:

- Overview of PivotTable and PivotChart reports: <https://support.office.com/en-us/article/Overview-of-PivotTable-and-PivotChart-reports-527c8fa3-02c0-445a-a2db-7794676bce96>
- Create a Pivot Chart (separate Pivot Charts were first available in Excel 2013): <https://support.office.com/en-us/article/Create-a-PivotChart-c1b1e057-6990-4c38-b52b-8255538e7b1c>
- Sort data in a PivotTable: <https://support.office.com/en-US/article/Sort-data-in-a-PivotTable-E41F7107-B92D-44EF-861F-24430830450A>

And in case you missed it, here's an Overview of Excel tables: <https://support.office.com/en-us/article/Overview-of-Excel-tables-7ab0bb7d-3a9e-4b56-a3c9-6c94334e492c>

Module 4: Dashboards

For more information regarding Slicers on Pivot Tables, please review the following resources:

- Use slicers to filter PivotTable data: <https://support.office.com/en-us/article/Use-slicers-to-filter-PivotTable-data-249F966B-A9D5-4B0F-B31A-12651785D29D>

Module 5: Profitability Analysis and Finding Anomalies

For more information on calculating values in a PivotTable, check out the following resource:

- <https://support.office.com/en-us/article/Calculate-values-in-a-PivotTable-report-11f41417-da80-435c-a5c6-b0185e59da77>

And to learn more about conditional formatting, check out the following resources:

- Quick start: Apply conditional formatting: <https://support.office.com/en-us/article/Quick-start-Apply-conditional-formatting-6b6f7c2a-5d62-45a1-8f67-584a76776d67>
- Change, find, or clear conditional formats dialog box options: <https://support.office.com/en-us/article/Change-find-or-clear-conditional-formats-dialog-box-options-8a1cc355-b113-41b7-a483-58460332a1af?ui=en-US&rs=en-US&ad=US>
- Use a formula to apply conditional formatting: <https://support.office.com/en-us/article/Use-a-formula-to-apply-conditional-formatting-fed60dfa-1d3f-4e13-9ecb-f1951ff89d7f>

Module 6: Comparing Year over Year in Pivot Tables

To learn more about SUMIFS() function and relative/absolute references, check out the following resources:

- SUMIFS function: <https://support.office.com/en-us/article/SUMIFS-function-c9e748f5-7ea7-455d-9406-611cebce642b>
- Switching between relative, absolute, and mixed references: <https://support.office.com/en-us/article/Switch-between-relative-absolute-and-mixed-references-dfec08cd-ae65-4f56-839e-5f0d8d0baca9>

Module 7: Reporting Hierarchical Data

For more information regarding treemap and sunburst charts, please review the following resources:

- Create a treemap chart in Office 2016: <https://support.office.com/en-us/article/Create-a-treemap-chart-in-Office-2016-dfe86d28-a610-4ef5-9b30-362d5c624b68>
- Create a sunburst chart in Office 2016: <https://support.office.com/en-us/article/Create-a-sunburst-chart-in-Office-2016-4a127977-62cd-4c11-b8c7-65b84a358e0c?ui=en-US&rs=en-US&ad=US>
- Breaking down hierarchical data with Treemap and Sunburst charts: <https://blogs.office.com/2015/08/11/breaking-down-hierarchical-data-with-treemap-and-sunburst-charts/>

Module 8: Introduction to multi-table pivot tables and the data model

For more information regarding importing data, please review the following resources:

- Connect an Access database to your workbook: <https://support.office.com/en-us/article/Connect-an-Access-database-to-your-workbook-a3d6500c-4bec-40ce-8cdf-fb4edb723525>
- Tutorial: Import Data into Excel, and Create a Data Model: <https://support.office.com/en-us/article/Tutorial-Import-Data-into-Excel-and-Create-a-Data-Model-4b4e5ab4-60ee-465e-8195-09ebba060bf0>

And to learn more about VLOOKUP(), check out this resource:

- VLOOKUP function: <https://support.office.com/en-us/article/VLOOKUP-function-0bbc8083-26fe-4963-8ab8-93a18ad188a1>