



MASTER YOUR DIGITAL SKILLS

Excel for Data Reporting

Data Analytics, data literacy & data driven decisions

JOIST Innovation Park

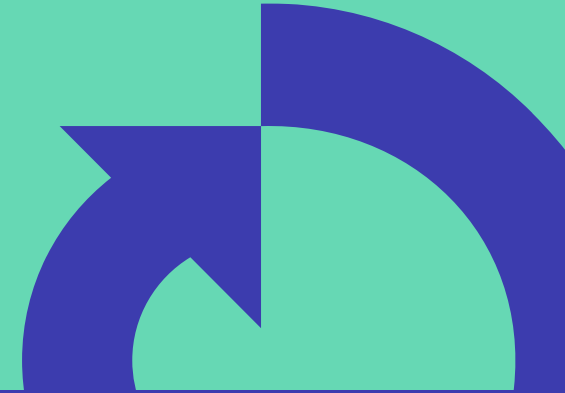


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COURSE OVERVIEW

Excel for Data Reporting is designed to empower participants with the essential skills needed to harness Excel for effective data management. From data entry to sophisticated reporting, this course covers all the necessary techniques to transform raw data into clear and actionable reports.



OUR GOALS

1. Master Data Management: Learn to effectively manage and organize data within Excel.
2. Enhance Reporting Skills: Develop the ability to create straightforward, insightful data reports.
3. Boost Analytical Abilities: Gain proficiency in using Excel's data analysis tools to uncover and communicate data insights.

COURSE DESCRIPTION

Dive into the world of data with Excel for Data Reporting. This concise course is tailored to equip you with the skills to collect, clean, and report data efficiently. Whether you're preparing data tables or building foundational reports, you'll learn to leverage Excel to its full potential.

- **Introduction to Data Reporting in Excel**
Discover Excel's broad capabilities for data analysis and reporting.
- **Data Collection Techniques**
Learn to import data from various sources including CSV files, web sources, and through manual entry.
- **Data Preparation and Cleaning**
Focus on essential techniques for cleaning data and using powerful Excel functions like TEXT, VLOOKUP, and IF.
- **Basics of Data Analysis in Excel**
Utilize PivotTables and basic statistical functions to analyze and summarize data sets.
- **Creating Basic Reports in Excel**
Design visually appealing and informative reports using tables and charts; learn best practices for effective data presentation.

COURSE INFO

Location	<u>iED Academy</u>
Available from	26.04.2024
Duration	20 hours
Availability	Until 31.12.2024
Cost	Free



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