



# Microsoft Excel Data Analysis Add-Ins

2016



# Topics Covered:

## Power View

- Understanding Power View
- Enabling Power View
- Adding Power View to the Ribbon
- Creating a Power View Sheet
- Working With a Power View Object
- Working With Power View Fields
- Rearranging and Sorting Fields
- Working With Measure Fields
- Formatting Power View Data
- Tiling Data in Power View
- Filtering in Power View
- Switching Visualisations
- Adding More Power Views
- Adding Titles and Images
- Updating a Power View Report

## Power Pivot

- Understanding Power Pivot
- Understanding Relational Data
- Enabling Power Pivot
- Connecting to a Data Source
- Working With the Data Model
- Working With Data Model Fields
- Changing a Power Pivot View
- Creating a Data Model PivotTable
- Using Related Power Pivot Fields
- Creating a Calculated Field
- Creating a Concatenated Field
- Formatting Data Model Fields
- Using Calculated Fields
- Creating a Timeline
- Adding Slicers

## Get & Transform

- Understanding Get & Transform
- Understanding the Navigator Pane
- Creating a New Query From a File
- Creating a New Query From the Web
- Understanding the Query Editor
- Displaying the Query Editor
- Managing Data Columns
- Reducing Data Rows
- Adding a Data Column
- Transforming Data
- Editing Query Steps
- Merging Queries
- Working With Merged Queries
- Saving and Sharing Queries
- The Advanced Editor

## Power Map

- Understanding Power Map
- Creating a Power Map Tour
- Working With Location Fields
- Working With Mapping Confidence
- Working With Height and Category Fields
- Filtering Data
- Navigating a Data Map
- Changing the Look
- Working With Layers
- Working With Scenes
- Working With Scene Options
- Working With Time Settings
- Viewing and Editing a Tour
- Exporting a Tour as a Video

# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

## Delivery Modes:

- On-Site
- Customised Courses



Tel: (07) 3325 3267  
Fax: (07) 3264 4488  
Post: PO Box 731  
Albany Creek QLD 4053

Email: [info@envisagetraining.com.au](mailto:info@envisagetraining.com.au)  
Web: [www.envisagetraining.com.au](http://www.envisagetraining.com.au)

Last Updated: Jun 2016  
MSEX05

## Duration:

1 Full Day

## General Description:

This workshop will show participants how to use the data analysis add ins of Microsoft Excel 2016, including using Power View to create interactive data visualisations, using Power Pivot to create a data model for use with Excel tools such as pivot tables and pivot charts, using Get & Transform to import and combine data from a variety of sources such as databases and web sites and using Power Map to visualise geographic data.

## Course Pre-requisites:

This workshop assumes participants have fluency with Microsoft Excel and the creation of workbooks. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Word Intermediate
- Microsoft Access Advanced
- Microsoft SharePoint

