

Microsoft Excel Data Analysis Add-Ins

OVERVIEW

The **Microsoft Excel Data Analysis Add-Ins** course is designed for users who work with large or complex datasets and want to move beyond standard Excel features. This specialist course focuses on Excel's advanced data analysis and visualisation tools that allow users to import, model, analyse, and present data more effectively.

Participants learn how to work with tools such as **Power View**, **Power Pivot**, **Get & Transform**, and **Power Map** to analyse data from multiple sources, build data models, create interactive reports, and visualise trends and geographic information.

LEARNING OUTCOMES

By the end of the course, participants will be able to:

- **Use Power View** to examine, analyse, and explore data interactively
- **Build and work with data models** using Power Pivot
- **Perform advanced analysis tasks** on large or complex datasets
- **Import, clean, and combine data** from multiple sources using Get & Transform
- **Create interactive and geographic visualisations** using Power Map
- **Gain deeper insights from data** by extending Excel's analytical capabilities

These outcomes enable participants to move beyond traditional spreadsheets and use Excel as a powerful data analysis and visualisation platform.

PREREQUISITES

- Strong working knowledge of Excel
- Confidence working with formulas, tables, and basic data analysis
- Familiarity with Excel Advanced features is recommended
- No prior experience with Excel add-ins is required

COURSEWARE

Some of the courseware provided is based on the **2016 edition of Microsoft Excel**. While the edition may appear older, the fundamental concepts behind **Power Pivot**, **data modelling**, **Get & Transform**, and Excel-based visualisation remain **fully relevant** across current versions of Excel.

Where newer features, interface enhancements, or updated workflows are relevant, **our trainers will incorporate these into the session**, ensuring participants receive current, practical guidance aligned to their Excel environment. We do hope to update them in the future.

DURATION & DELIVERY

The duration of this course is 1 day, without alterations.

We offer flexible delivery options to suit your team and environment:

- **Onsite at your workplace** – Practical training using realistic, data-driven examples
- **Live online training** – Instructor-led, interactive sessions focused on advanced analysis tools
- **Customised delivery** – Focus on specific add-ins or tailor content to your organisation's data sources

All training is delivered by experienced Excel specialists with strong data analysis expertise.

MICROSOFT EXCEL TRAINING PATHWAY

Our Microsoft Excel training is offered across three progressive one-day courses – **Introduction**, **Intermediate**, and **Advanced** - supported by a range of **specialist Excel courses** focused on advanced analysis, functions, and automation. Whether you are new to spreadsheets, building stronger analytical skills, or automating complex Excel solutions, there is a course tailored to your needs.

All courses can be delivered as is, or we can customise a training program, so your team completes the exact topics they need in the number of days that suits your organisation.

CORE EXCEL COURSES

- **Microsoft Excel Introduction** – Learn the fundamentals of creating, editing, formatting, and managing spreadsheets, with a strong focus on accuracy, good design, and practical everyday use.
- **Microsoft Excel Intermediate** – Build more productive workbooks using formulas, functions, advanced formatting, charts, tables, and analysis tools such as Goal Seek and Quick Analysis.
- **Microsoft Excel Advanced** – Work with complex data, including PivotTables, data consolidation, advanced filtering, validation, protection, macros, and collaboration features.

SPECIALIST EXCEL COURSES

- **Microsoft Excel Functions** – Work confidently with logical, lookup, financial, statistical, text, and date functions.
- **Microsoft Excel Data Analysis Add-Ins** – Analyse and visualise data using Power View, Power Pivot, Get & Transform, and Power Map.
- **VBA for Excel** – Automate Excel processes and build custom solutions using VBA.

COURSE DETAIL

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