



INFOCUS COURSEWARE

# Microsoft Excel 2016

## Data Analysis Add-Ins



Product Code: INF1647

ISBN: 978-1-925349-10-8

### ❖ General Description

Microsoft Excel 2016 - Data Analysis Add-Ins will show you 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.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- use **Power View** to examine and analyse data
- perform a variety of analytical tasks using **Power Pivot**
- import and refine data with **Get & Transform**
- effectively create and work with data in **Power Map**

### ❖ Prerequisites

Microsoft Excel 2016 - Data Analysis Add-Ins assumes 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.

### ❖ Topic Sheets

63 topics

### ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

### ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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Product Information



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