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Excel data analysis for dummies pdf

In this course, you'll learn how to organize your data in the Microsoft Office Excel software tool. Once organized, we will discuss data cleaning. You'll learn how to identify deviant values and anomalies in the data, and how to identify and change data types. Together, we will develop a data analysis plan, after which we will use analytical methods and tools, including exploratory analysis, evaluation of results and comparison with other results. In this robust Excel course, you'll have a solid foundation in using advanced Excel features like PivotTables and vlookup to organize and analyze datasets. You can create an Excel chart in a variety of chart types, including scatter chart, pie charts, and more. We discuss various techniques such as descriptive statistics and review the variety of Excel add-ons available, so you can use this powerful tool to organize, analyze, and transform your data into actionable insights. Once you have completed this course, students will be able to use Excel to:

- Perform basic data organization
- Clean data
- Develop a data analysis plan
- Perform analysis methods and tools

After an instructor signed certificate with the institution logo to confirm your performance and increase your job opportunities. To get the certificate for your CV or resume, or look it up directly on LinkedIn. Give yourself an additional incentive to complete the course. EdX, a non-profit, relying on verified certificates to help fund free education for everyone globally. The ability to analyze data is a powerful skill that helps you make better decisions. Microsoft Excel is one of the best data analysis tools, and the built-in PivotTables are probably the most popular analytics tool. In this course, you'll learn how to do data analysis using Excel's most popular features. You'll learn how to create PivotTables from an area of rows and columns in Excel. You'll see the power of Excel pivots in action and their ability to summarize data in flexible ways so you can quickly explore data and produce valuable insights from the accumulated data. Pivots are used in many different industries by millions of users who share the goal of reporting the effectiveness of businesses and organizations. In addition, Excel formulas can be used to gather data to create meaningful reports. In addition, PivotCharts and slices can be used together to visualize data and create easy-to-use dashboards. You should have a basic understanding of creating formulas and how cells are referenced by rows and columns in Excel to complete this course. If necessary, see the Microsoft Office Support Web site for many Help topics in Excel. Feel free to use all supported versions of Excel that you have installed on your computer, but based on Excel 2016. You may not be able to perform all exercises as shown in the lectures, but there are solutions in the lab instructions or discussion board. Please note that for Mac does not support many of the features demonstrated in this course. Once you've taken this course, you're ready to continue to our more advanced Excel course, analyze and visualize data with Excel. *Note: *This course will retire at the end of October. Sign up only if you are able to complete your coursework in time. Create flexible data aggregations using PivotTables. Represent data visually using PivotCharts. Calculate margins and other common ratios by using PivotTable data calculation using slices in multiple PivotTables. Create aggregate reports using formula-based techniques. Week 1 Learn about Excel tables and what their advantage is over common areas. Use a table to filter, sort, and view totals. See how calculations can be used to add columns to the existing data in the Excel table. Week 2 Create our first PivotTable report. Use multiple PivotTables and PivotCharts to create our first dashboard. Connect multiple slices to the PivotTables. Week 3 Explore more in-depth the full impact of PivotTables. Learn how to filter the data that appears in the pivot in many ways to get interesting subsets of the data. Use calculated fields on top of the PivotTable to calculate profitability and find irregularities. Week 4 Use formulas to aggregate the data as an alternative to PivotTables for more flexible reporting layouts. Learn how a pivot can use more than one table and introduction to the Excel data table, described in detail in the more advanced course in these series. Receive an instructor-signed certificate with the institution's logo to confirm your performance and increase your job opportunities. Give the certificate to your CV or resume, or send it directly on LinkedIn. Give yourself an additional incentive to complete the course. EdX, a non-profit, relies on verified certificates to help fund free training for anyone globally. Do you want to study for an MBA, but unsure of the basic data analysis still required? This online course prepares you to study in an MBA program and in business in general. Data analysis is displayed through all rigorous MBA program and in today's business environment. Understand the basics of collecting, presenting, describing and making inferences from data sets is essential for success. The goal of this course is to teach you basic data analysis skills so that you are prepared for your MBA study and able to focus your efforts on the core MBA curriculum, rather than continuously playing catch-up with the underlying statistical knowledge needed. We also hope that learning from these data analysis skills will equip you with the ability to better understand the data you encounter in your working life and in the world around you – an essential life skill in today's data-driven environment. This course requires no prior knowledge of concepts are explained as clearly as possible, and regular activities allow you to practice your skills and improve your self-confidence. Secondary data data analysis of data collected by someone else. Below we review the definition of secondary data, how they can be used by researchers, and the pros and cons of this type of research. Primary data refers to data that researchers themselves collected, while secondary data refers to data that was collected by someone else. Secondary data are available from a variety of sources, such as governments and research institutions. While using secondary data may be more economical, existing data sets may not answer all of a researcher's questions. In social science research, the concepts of primary data and secondary data are common language. Primary data is collected by a researcher or team of researchers for the specific purpose or analysis under consideration. Here, a research team envisions and develops a research project, decides on a sampling technique, collects data designed to address specific issues, and performs their own analyses of the data they collected. In this case, the people involved in the data analysis are familiar with the research design and data collection process. Secondary data analysis, on the other hand, is the use of data that was collected by someone else for another purpose. In this case, the researcher asks questions that are addressed through an analysis of a dataset for which they were not involved in the collection. The data was not collected to answer the researcher's specific research questions and was instead collected for another purpose. This means that the same data set can actually be a primary data set for one researcher and a secondary dataset for another. There are some important things that need to be done before using secondary data in an analysis. Since the researcher did not collect the data, it is important for them to become familiar with the dataset: how the data was collected, what the response categories are for each question, whether weights should be used during the analysis, whether to take into account clusters or stratification, who the study population was, and more. Much of secondary data resources and data sets are available for sociological research, many of which are public and easily accessible. The United States Census, General Social Survey and American Community Survey are some of the most commonly used secondary data sets available. The main advantage of using secondary data is that it can be more economical. Someone else has already collected data, so the researcher does not need to devote money, time, energy and resources to this stage of research. Sometimes the secondary data set has to be purchased, but the cost is almost always lower than the cost of collecting a similar data set from scratch, which usually results in wages, travel and transportation, office space, equipment and other fixed costs. As the data is already collected and normally cleaned and stored in electronic format, spend most of their time analyzing the data instead of preparing the data for analysis. Another great advantage of using secondary data is the breadth of the available data. The federal government conducts numerous studies on a large, national scale that individual researchers would have difficulty collecting. Many of these data sets are also longitudinal, which means that the same data has been collected from the same population over several different time periods. This allows researchers to look at trends and changes of phenomena over time. A third important advantage of using secondary data is that the data collection process often maintains a level of expertise and professionalism that may not be present in individual researchers or small research projects. For example, for many federal data sets, data collection is often performed by employees who specialize in certain tasks and have many years of experience in that area and with that survey. Many small research projects do not have this level of expertise, as a lot of data is collected by students working part-time. A major drawback of using secondary data is that it cannot answer the researcher's specific research questions or contain specific information that the researcher would like. Nor can it have been collected in the geographical region or in the desired years, or with the specific population that the researcher is interested in studying. For example, a researcher interested in studying adolescents may find that the secondary dataset only covers young adults. Additionally, since the researcher does not collect data, they have no control over what is contained in the dataset. Often times this can limit the assay or change the original questions the researcher sought to answer. For example, a researcher studying happiness and optimism may find that a secondary dataset includes only one of these variables, but not both. A related problem is that the variables may have been defined or categorized differently than the researcher would have chosen. For example, age may have been collected in categories rather than as a continuous variable, or race can be defined as white and other instead of containing categories for all major races. Another major drawback of using secondary data is that the researcher does not know exactly how the data collection process was performed or how well it was performed. The researcher is not usually privy to information about how seriously data is affected by problems such as low response rates or respondent misunderstanding of specific survey questions. Sometimes this information is readily available, as is the case with many federal data sets. However, many other secondary data sets are not accompanied by this type of information, and the analyst must learn to read between the lines to uncover any limitations of the data. Data.

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