

# Microsoft Office Excel 2016: Data Analysis with Power Pivot [Beta Courseware]

## Course Specifications

**Course Number:** ELK91-067\_rev0.96

**Course Length:** 0.5 Day

## Course Description

**Overview:** We are now living in the age of big data. Data is being collected all the time and for increasingly detailed transactions. This can lead to an overwhelming amount of data, which brings about a need for people who can analyze large amounts of data quickly. Fortunately, Excel provides Power Pivot to help you organize, manipulate, and report on your data in the best way possible. Since a tool is only as good as the person using it, it is important to gain a solid understanding of Power Pivot to maximize your effectiveness when analyzing data.

**Course Objective:** Upon successful completion of this course, you will be able to use Power Pivot along with Excel 2016 to analyze data from a variety of sources.

You will:

- Get started with Power Pivot.
- Visualize Power Pivot data.
- Work with advanced functionality in Power Pivot.

**Target Student:** Students taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using Power Pivot.

**Prerequisites:** To ensure your success in this course, you should have experience working with Excel 2016 and PivotTables. You should already understand spreadsheet concepts and be comfortable creating and analyzing basic PivotTables. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- Microsoft® Office Excel® 2016: Part 1 (Second Edition)
- Microsoft® Office Excel® 2016: Part 2 (Second Edition)
- Microsoft® Office Excel® 2016: Data Analysis with PivotTables (recommended)

## Hardware Requirements

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz 32-bit or 64-bit processor
- 1 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 25 GB available disk space
- DirectX 10 graphics card and a 1,024 × 576 or higher resolution monitor (1,024 × 768 resolution or higher monitor recommended)
- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

## Software Requirements

- Microsoft® Office Professional Plus 2016
- Microsoft® Windows® 10 Professional or EnterpriseLearners will enable the Power Pivot add-in during class. The Power Pivot add-in is available only in the Microsoft® Office Professional Plus 2016 suite, Microsoft® Office 365™ ProPlus suite, and Microsoft® Excel® 2016 standalone application. It's not available in the Microsoft Office Standard or Professional (non-Plus) suites.

## Course Content

### Lesson 1: Getting Started with Power Pivot

- Topic A: Enable and Navigate Power Pivot
- Topic B: Manage Data Relationships

### Lesson 2: Visualizing Power Pivot Data

- Topic A: Create a Power Pivot Report
- Topic B: Create Calculations in Power Pivot

### Lesson 3: Working with Advanced Functionality in Power Pivot

- Topic A: Create a Key Performance Indicator
- Topic B: Work with Dates and Time in Power Pivot

### Appendix A: Commonly Used DAX Functions