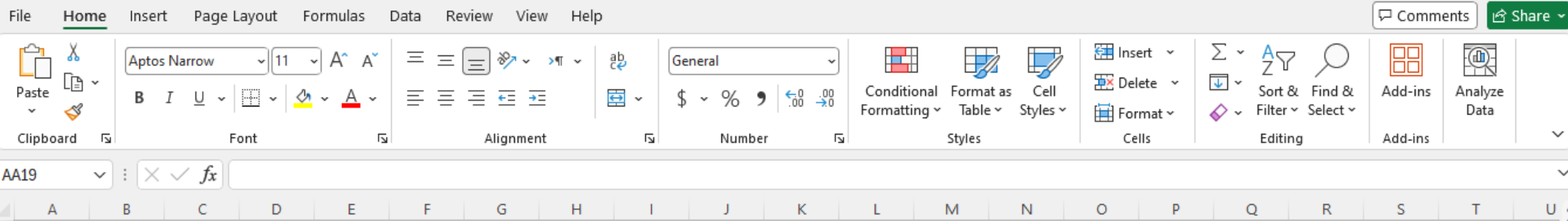


# HIGH-INCOME EXCEL SKILLS

## WORTH LEARNING



Get the practice file & Step-by-Step Video: [bit.ly/file240319](https://bit.ly/file240319)



### 1. Power Query

**Purpose:** Automate the process of gathering and cleaning data from multiple sources.



#### Steps

1. Use the Data tab > Get Data > to consolidate data from multiple files, databases or other formats.
2. Data Cleaning:
  - Remove unnecessary columns (e.g., Source column).
  - Calculate new columns (e.g., days to ship, sale amount).
  - Transform data (e.g., rounding numbers, remove duplicates etc.).
3. Power Query automatically saves the steps and can update with one click whenever new data is added.



**Benefits:** Saves significant time on repetitive tasks, reduces errors, and makes you a more efficient employee.



### 3. Interactive Dashboards

**Purpose:** Create dashboards that provide a comprehensive overview of your data and facilitate decision-making.



#### Steps

1. Build Pivot Charts from Power Pivot data model:
  - Create charts to summarize key metrics (e.g., sales over time, sales by category).
  - Use DAX measures for custom calculations.
2. Add Interactivity:
  - Insert Slicers to filter data dynamically (e.g., by year, category, salesperson).
  - Use Expand/Collapse buttons to drill down into details.
3. Design and Arrange:
  - Include headline figures and KPIs.
  - Arrange and resize charts for clarity.
  - Apply a consistent color theme to match your branding.
  - Use color to highlight key points.



**Benefits:** Makes data easily accessible and actionable, supports informed decision-making, and showcases your ability to present data visually.



Watch the Video

### 2. Power Pivot

**Purpose:** Build data models that link multiple tables and perform advanced calculations.



#### Steps

1. Use Power Query to load your data into the Data Model.
2. Link tables based on common fields (e.g., Customer ID, Product SKU).
3. Perform calculations with Data Analysis Expressions (DAX) to analyze your data (e.g., calculate average shipping price per item).
4. Analyze data in PivotTables and Pivot Charts.



**Benefits:** Allows for sophisticated data analysis and reporting that goes beyond simple Excel functions.

Excel is a key skill in many job roles, from administrative assistants to data analysts.

Mastering advanced Excel skills can significantly enhance your value to employers by saving time, increasing efficiency, and enabling better decision-making.



### 4. Putting It All Together



#### Steps

1. **Consolidate Data:** Use Power Query to gather and clean data from multiple sources.
2. **Model Data:** Use Power Pivot to build a relational data model and perform advanced calculations.
3. **Visualize Data:** Create a dashboard with Pivot Charts and Slicers to provide interactive insights.
4. **Automate Updates:** Ensure the entire system updates seamlessly with new data.



**Benefits:** These skills allow you to automate reporting processes, reduce manual work, and deliver timely, actionable insights.

### 5. Additional Tips & Tricks



- Stay up to date with new Excel features and tools.
- Use tutorials and courses to deepen your understanding of Power Query, Power Pivot, and dashboard design.

Follow me for tips and tutorials

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