Back to Excel: Excel for the Everyday Researcher's Needs
Monday, June 12, 2023
9:30 am – 5:00 pm

As a researcher, one of the most important skills you need to develop is how to manage and analyze data in the most effective way possible. In this session, you will learn how a variety of built-in Microsoft Excel features can be useful in quickly and efficiently manipulating data to create powerful analyses and visualizations.

Training Pre-requisites
Skills: Basic familiarity with Excel: (e.g., creating workbooks, worksheets, basic menus & toolbars, etc.)
Tools: Laptop with Office 365 or Excel 2016 installed

Preliminary Agenda

❖ **Introduction**
  ➢ Picking the right tool for the job (Excel vs. R/Python/Tableau/Power BI)
  ➢ Review basic concepts and features
  ➢ Time saving tips

❖ **Importing and Cleaning Data**
  ➢ File types: CSV, TSV, XLS, XLSX
  ➢ Field types, data formats
  ➢ Functions for cleaning and organizing data

❖ **Data Analysis**
  ➢ Analysis functions
  ➢ Pivot tables
  ➢ Conditional formatting

❖ **Data Storytelling**
  ➢ Summarizing data using charts and dashboards
  ➢ Reporting and presenting data in Excel, Word, or PowerPoint
  ➢ Data viz and presentation best practices