**Analyzing the Market using Excel**

**4 Hour Course Outline**

1. Introduction, Course Overview, & General System Configuration Updates – 10 Minutes
2. Overview/Recap of Intro to Excel Concepts **(Sample Sales File.xlsx)** – 30 Minutes
   1. General Overview of Tabs & Navigation
   2. Intro to Excel for Assessors Spreadsheet Review
      1. Basics
      2. Fill
      3. Sort & Filter
      4. Tables
      5. Drop-Downs
      6. Split
      7. Intro to Functions & Function Wizard
         1. Average
         2. Min & Max
         3. Date & Time
         4. Joining Text & Numbers
         5. If Statements
         6. VLOOKUP
         7. Conditional Functions & Formatting
         8. Errors
3. Applying Intro Skills to CAMA Outputs or MN DOR Files **(Sample Sales File.xlsx)** – 60 Minutes
   1. Importing different Types of Files
   2. Data Tools
   3. Conditional Formatting
   4. Filter vs. Sort
4. Common Functions for CAMA Outputs or MN DOR Files **(Sample Sales File.xlsx)** – 60 Minutes
   1. Mean, Median, Sum, Count
   2. IF Statements
   3. VLOOKUP
5. Pivot Tables **(Sample Sales File.xlsx)** – 20 Minutes
   1. Creating New Pivot Table using data from CAMA Outputs & DOR Files
   2. Basic Overview of Functionality
   3. Applying PivotChart for Visualization
6. Power Pivot **(Sample Sales File.xlsx)** – 60 Minutes
   1. Adding Data to your Data Model
   2. Creating Measures – Setup for Median, COD, PRD, What-if’s (for Structure Changes, Trend Appeals etc.)
   3. Displaying Measures on Pivot Table and/or Pivot Chart
      1. Pivot Chart for quickly displaying Sales Statistics or other data from Excel

**General Notes:** Each area above aims to expand on the prior section in some form or another, ultimately getting to a point where Power Pivot is used to easily manipulate & combine CAMA Outputs and MN DOR Files.