Name of the workshop attended: Strengthening Evaluation Data Analysis & Visualisation capacity Using Advanced Microsoft Excel
Dates: 19 & 20 October 2020
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Current employee: Department of Planning, Monitoring and Evaluation
Years of experience in evaluation: Two Years

Highlights:
The first session was aimed at providing technical understanding of data analysis focusing on Variables. The session further covered the deference between independent and dependent variables, for example when we're doing a regression analysis like income level – what causes my income to increase – 1 education level: Income depends on education level, looking at two or more variable, quantitative or qualitative. Data Analysis using Pivot Tables; Analysing quantitative variables: This area covered how to create pivot tables: this was a practical process where the facilitator gave a step by step way to create the tables. Analysing qualitative variables: creating a frequency distribution (universal variables)**:** This section covered elements of analysis that deals with a number of respondents represented by province, a proportion (percentage); summarising data as average, maxim, minimum; excel data backup by either moving or copying to a different folder. Data Visualisation: This session dealt specifically with creating graphs and charts for analysis: Inserting slicers, designing the graph, adding Data labels, chart title, gridlines, plot area, chart area, x axis, data series, y axis, connecting a slicer to multiple pivot tables etc. effective M&E consist of the following process: collecting, analysing and using while enforcing quality in each pillar

Lessons learnt:
Identifying duplicates in your data where there is an ID: you highlight your ID column, home tab, select conditional formatting, highlight cell riles. Where there is no ID: highlight you ID, remove duplicates by indicating which columns you want to remove those duplicates. Before analysing data, one should fully understand variables and generate key questions the analysis seeks to respond to; ensuring that there are no empty columns in your data and you remove filters. Before visualising your data, it is important to consider the following principles: audience, data type, the message, time factor, software or tools During: data arrangement (tables), formatting of visual (colors, exes).
Challenges: No challenges at all

Next steps: It would be great if a more advanced course on data analysis using other programmes can be offered. I'm confident that the skills I acquired from the course will improve my work.