Excel Intermediate (DAY 2)

Data Analysis using in-depth Table and Pivot Tables | and more functions and formulae …

Audience

This **one-day** course is for people who need to analyse large data sets, manipulate data with a range of Excel functions in Excel O365.

Objectives

At the end of the course delegates will be able to:

- ✓ Use a range of Excel decision , date and maths functions
- ✓ Use a range of lookup functions
- ✓ Work with Named ranges
- ✓ Data validation to create pick lists and validate data entry
- ✓ Advanced data filters to search for data based on complex criteria
- ✓ Advanced Conditional Formatting using formulas
- ✓ Work with Excel Tables and Pivot Tables and Charts

Course Content

Functions

- LOGICAL FUNCTIONS
  - o IF functions, nested Ifs, ANDs and ORs for decision making. IFERROR
- LOOKUP FUNCTIONS
  - o VLOOKUP and HLOOKUP to compare data, retrieve and link data across sheets and workbooks
  - o Use the TRUE and FALSE arguments within LOOKUPs to replace nested IFs
- MATHS FUNCTIONS
  - o SUBTOTALS to apply statistics to filtered data
  - o SUMIF(s) to calculate on multiple criteria
  - o ROUND, INT, PRODUCT, CEILING, COMBIN
- DATE FUNCTIONS
  - o Use a range of Excel Date functions to extract date parts, manipulate and calculate elapsed durations

Named Ranges

- Creating Named ranges
- INTERSECT function
- Using Named Ranges

Data Validation

- Validating Data
- Creating a Custom Error Message
- Removing a Data Validation

Advanced Filters and Outlines

- Custom Views for saving and re-using filtered and hidden columns
- Working with Advanced Filters and Database Functions
- Use the Advanced Filter Feature to Display and Extract Data from Tables
- Database Functions
- Outlines, applying, expanding and collapsing.

Auditing Tools

- Displaying the Auditing Toolbar
- Displaying/Removing Dependent Arrows
- Displaying/Removing Precedent Arrows

- Removing Tracer Arrows
- Tracing Cells Causing Errors
- Evaluating a formula
- Using the Watch Window

Conditional Formatting

- Using Conditional & Custom Formats
- Applying, Changing, Adding & Deleting a Conditional Format
- Conditional formatting based on formulae rules
- Working with Icon sets / RAG and KPI

Pivot Tables | Pivot Charts | Slicers

- Create Pivot Tables from ranges vs Tables

- Work with Fields
- Updating and refreshing Pivot Table data
- Slicers vs Filters
- Advanced features of Filters in Pivot Tables
- Calculations in Pivot Tables – Calculating fields and Calculating Items
- Timelines
- Functions to summarise and analyse data
- Grouping Data
- Adding, Moving, Deleting PivotTable Report Fields
- Creating Pivot Tables from Tables and Related Tables