



Microsoft Excel

Excel Data Analysis Techniques

Overview:

This course will teach you how to analyse and summarise worksheet and database information, consolidate data, forecast and plan budgets, assess risks and draw out information from datasets to use in reports or calculations

Target Audience:

This course is valuable for anyone who uses Excel to make decisions based on data

Pre-Requisites:

A reasonable understanding of Excel formulas

Objectives:

This course is about harnessing the power of Microsoft Excel to analyse business problems and identify solutions. You gain the knowledge and hands-on skills required to exploit Excel's intermediate and advanced features, such as PivotTables and Pivot Charts.

Course Duration:

1 day

Cost:

£180 + vat

Course Code:

QEx-F&F

Qdos Computer Consultants Limited

Syner-Med House
120 High Street
Purley, CR8 2AD

Booking:

To register for this course, please call:

020 8763 8732

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Topics:

Review of Basic Function

- AutoFill
- AutoComplete
- Basic Cell Referencing
- Fixed and Mixed Cell References
- Shortcuts for Fixed Cell Referencing
- Using Natural Language and Named Cells
- Using the Name Manager
- Referencing Named Cells

Tables and Named Ranges

- Using Data in Tabular format
- Using External Constants
- Creating a Data Table
- Named Table Function
- Formatting Named Tables
- Assets of Named Tables
- Adding Header, Footer and Total rows
- Using Named Table Data in calculations
- Named Row and Column conventions

PivotTables

- What are Pivot Tables used for?
- How to create a basic PivotTable
- Presenting PivotTable reports effectively with Pivot Charts
- Examining data patterns with Sparkline's
- Named Row and Column conventions

Data Functions and nested Formulas

- Using Today and Now
- Calculating working days
- Interpreting data variations with the IF function
- Streamlining calculations with referencing
- Developing nested functions for multiple conditions
- Capturing information with lookup functions
- Applying techniques to implement and troubleshoot nested calculations

Conditional Formatting

- Basic Conditional formatting techniques
- Good Structural techniques for building workbooks
- Using Traffic Light analysis
- Filtering and Sorting based on conditional formats

Analysing Data Sets

- Using the Auto filter
- Using the Subtotal Function
- Extracting unique lists of records from an Excel data set with the Advanced Filter
- Analysing data sets with filters and aggregation
- Using Subtotal Feature