



Data Analysis using Microsoft Excel (2010)



Topics Covered:

Filtering Data

- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

Conditional Formatting

- Understanding Conditional Formatting
- Formatting Cells Containing Values
- Clearing Conditional Formatting
- More Cell Formatting Options
- Top Ten Items
- More Top And Bottom Formatting Options
- Working With Data Bars
- Working With Colour Scales
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines

Pivot Tables

- Understanding Pivot Tables
- Creating A PivotTable Shell
- Dropping Fields Into A PivotTable
- Filtering A PivotTable Report
- Clearing A Report Filter
- Switching PivotTable Labels
- Formatting A PivotTable Report
- Understanding Slicers
- Creating Slicers

PivotTable Techniques

- Using Compound Fields
- Counting In A PivotTable Report
- Formatting PivotTable Report Values
- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding The Percentage Of Total
- Finding The Difference From
- Grouping In PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting In A PivotTable

Summarising And Subtotalling

- Creating Subtotals
- Using A Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names For Subtotals
- Using Relative Names For Subtotals

Formula Techniques

- Scoping A Formula
- Developing A Nested Function
- Creating Nested Functions
- Editing Nested Functions
- Copying Nested Functions
- Using Concatenation
- Switching To Manual Recalculation
- Forcing A Recalculation
- Pasting Values From Formulas

Sorting Data

- Understanding Lists
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column
- Sorting Numbered Lists
- Sorting By Rows

Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX
- Using MATCH
- Understanding Reference Functions
- Using ROW And ROWS
- Using COLUMN And COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

Creating Charts

- Understanding The Charting Process
- Choosing The Chart Type
- Creating A New Chart
- Working With An Embedded Chart
- Resizing A Chart
- Dragging A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing The Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet
- Deleting A Chart

Common Chart Types

- Understanding Common Chart Types
- Creating A Column Chart
- Creating A Line Chart
- Creating A Pie Chart
- Creating A Bar Chart
- Creating An Area Chart
- Creating A Scatter Chart
- Understanding Other Chart Types



Course Details:

Booking Information:

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Duration:

1 Full Day

Who should attend:

Ideal for a person who is tasked with analysing data. This workshop aims to give participants a set of specific skill sets which will allow them to more efficiently and confidently analyse data.

Course Pre-requisites:

Participants should have a sound knowledge of working with Microsoft Excel.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Office applications. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

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