



# Data Analysis using Microsoft Excel (2003/2007/2010)



# Topics Covered:

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## Filtering Data

Applying and Using a Filter  
Clearing a Filter  
Creating Compound Filters  
Multiple Value Filters  
Creating Custom Filters  
Using Wildcards

## 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

## PivotTables

1. PivotTable Theory
2. Creating a Simple PivotTable
3. Adding a Row Field to a PivotTable
4. Using the Page Field in a PivotTable
5. Filtering Row and Column Values
6. Formatting a PivotTable
7. Counting With PivotTables
8. PivotTable Summary and Display Options
9. Show Data as Percentages in PivotTables
10. Calculated Fields in PivotTables
11. Calculated Items in PivotTables
12. Creating a PivotChart
13. Modifying a PivotChart via the PivotTable

## Summarising Data

1. Creating Subtotals
2. Using a Subtotalled Worksheet
3. Creating Nested Subtotals
4. Copying Subtotals
5. Using Subtotals with AutoFilter
6. Installing the Conditional Sum Wizard
7. Using the Conditional Sum Wizard
8. Creating Relative Names for Subtotals
9. Using Relative Names for Subtotals

## Nesting Functions Workshop

1. Scoping a Formula
2. Developing a Nested Function
3. Creating a Nested Function
4. Editing a Formula with Nested Functions
5. Copying a Formula with Nested Functions
6. Concatenation

## Sorting

1. Performing a Simple Sort
2. Sorting On More Than One Column
3. Sorting Numbers
4. Sorting By Rows

## Lookup Functions

1. Requirements of Lookup Functions
2. The CHOOSE Function
3. The ISERROR Function
4. The VLOOKUP Function
5. Testing Lookup Functions
6. Using VLOOKUP for Exact Matches
7. The INDEX Function

## Logical Functions

1. Logical Function Concepts
2. Displaying Information Using IF
3. Displaying Values Using IF
4. Nesting an IF Function
5. Using the AND Function
6. Using the OR Function
7. Using the NOT Function

## Charting

1. Using the Chart Wizard
2. Choosing the Chart Type
3. Changing the Chart Type
4. Modifying a Chart
5. Printing a Chart
6. Creating a Pie Chart
7. Creating a Bar Chart
8. Moving a Chart
9. Deleting a Chart
10. Charting Quick Reference



# 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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