



Data Analysis using Microsoft Excel (2016)



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 PivotTables
- Recommended Pivot Tables
- Creating Your Own PivotTable
- Defining The PivotTable Structure
- Filtering A PivotTable
- Clearing A Report Filter
- Switching PivotTable Fields
- Formatting A PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting A Timeline Filter

PivotTable Features

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

Summarising and Subtotaling

- 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

Complex Formulas

- Scoping A Formula
- Long-Hand Formulas
- Preparing For Complex Formulas
- Creating The Base Formula
- Adding More Operations
- Editing A Complex Formula
- Adding More Complexity
- Copying Nested Functions

- Copying Nested Functions
- Switching To Manual Recalculation
- Pasting Values From Formulas
- Documenting 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 With Text
- Using IF With Numbers
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

Creating Charts

- Understanding The Charting Process
- Choosing The Right Chart
- Using A Recommended Chart
- Creating A New Chart From Scratch
- Working With An Embedded Chart
- Resizing A Chart
- Repositioning 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:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

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Tel: (07) 3325 3267

Fax: (07) 3264 4488

Post: PO Box 731

Albany Creek QLD 4053

Email: info@envisagetraining.com.au

Web: www.envisagetraining.com.au

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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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