

EXCEL INTERMEDIATE

Introduction

This course is aimed at delegates who are using Excel to maintain lists of data and carry out some form of analysis on them. It is designed for people who need to know how to fully understand and manipulate lists to maximum effect. This will be done by covering data manipulation and filters, the more advanced mathematical and statistical analysis of data and ultimately the use of Pivot Tables within Excel.

- For delegates who use Excel to store and analyse data.
- To create and maintain a list of data that makes lists work for you.
- Use Filters to quickly select sets of data within lists.
- Manipulate data into useful elements e.g. separate data from a single cell.
- See the magic of Pivot Tables and the speed of which they analyse and present statistical information.

Who Should Attend?

- Users needing to manipulate and analyse data stored in the form of Excel lists.
- Users required to produce in-depth reports that analyse data through the use of complex formulae and/or pivot tables.
- Anyone who has to deal with financial (e.g. sales, budgets) or statistical data on a regular basis in their job role.

Duration: 1 Day Course

Course Content

List Management

- Excel Data List Rules
- Use the built-in Data Form
- Create a Table and Customise
- **Worksheet Management**
 - Inserting, moving, naming, hiding, deleting worksheets
 - Copying Sheets to Other Workbooks
 - Freeze and unfreeze rows and columns
 - Arrange windows of one or more workbooks
- **Hyperlinks**
 - Navigation using links
 - Attaching links to buttons, Images and Text
- **Print Options**
 - Set print titles and options
 - Headers & Footers, Page Breaks
- **Working with Named Ranges**
 - What is a named range?
 - Define, Create & Edit Named Ranges
- **Sorting & Filtering**
 - Perform single and multilevel sorting
 - AutoFilter & Custom Filters
 - Filter() Function (365)
 - Advanced Filters and Database Functions (DSUM, DCOUNT, DAVERAGE)

Subtotals and Outlines

- Implement a single or multiple subtotals
- Subtotal() function options
- Use Grouping and Outlining
- **Data Validation**
 - What is Data Validation?
 - Applying Data Validation Criteria
 - Use Combo box validation for data entry
 - Restrict types of data
- **Conditional Formatting**
 - Apply Conditional Formatting
 - Edit Conditions
- **Pivot Tables**
 - Understanding the Pivot Table
 - Creating a Pivot with recommended options
 - Adding & Removing items from the Row & Column areas
 - Adding Filters with Pages
 - Summarising numbers in the Data Area
 - Pivot the Row & Column Headings
 - Refreshing the Pivot Table
 - Format with Autoformat
 - Display Grand Totals
 - Drill down into the Data behind a number
- **Beyond Basic Functions**
 - Overview VLookup() Function
 - Overview If() Function
 - Example Text Function (Left, Concatenate)

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