

Data Analysis with Microsoft Excel: Advanced



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Course Duration: 1 day

Course Description

This course follows on from the Data Analysis with Microsoft Excel Intermediate course, the course includes advanced features of all Excel software versions. Delegates will benefit from this course if they have already attended the Data Analysis with Excel – Intermediate course or are already an experienced spreadsheet user. This course is designed for regular users of Excel who need to become more comfortable with Analyzing data within an Excel spreadsheet and producing more robust spreadsheets.

Pre-requisite Knowledge

It is assumed that participants will know how to:

- Use VLOOKUP with confidence
- Use some of the functions explained on the Intermediate level of this course
- Use absolute cell references (e.g =\$A\$1)
- Create and use nested functions, or have an understanding.

Course Objectives

Dealing with the masses of data that is available today, has now become the main challenge for spreadsheet users. Companies now demand daily updates to make all important business decisions, reports are built to present the data, but often it is found that the end result still has a limiting structure and usability. This one day course provides attendees with hands-on techniques with a focus on keeping things dynamic and expandable. Covering structured references, dynamic listing techniques, scenario modelling, the exercises used will allow the attendee to use some of the more unexplored functions and areas in Excel.

Course Topics

- **Advanced listing techniques**
 - Tricks in creating dependent lists
 - Dynamic selection tips
 - Dynamic extraction of unique values

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- **Facilitating calculations**
 - Dynamic and expandable named ranges
 - Multi-nested functions / expandable referencing
 - Structured table references / table nomenclature
 - Aggregate calculation using the 'wildcard' technique
- **Key functions**
 - DSUM / SUMPRODUCT / SUMIFS (and building conditions)
 - Advanced uses of: OFFSET / CHOOSE / INDEX / MATCH
 - ROWS
 - INDIRECT
- **Advanced techniques for data summary and presenting**
 - Mini Pivot Table reports
 - Fast calculations with Data Tables
 - Data modelling with Scenario Manager
 - Histogram and Pareto Charts
- **Excel dashboard (extracts)**
 - Creative charting techniques
 - Building a visual analysis
 - Tips and tricks in custom formatting
- **VBA (Visual Basic Application) exercises**
 - Apply simple automation to speed up processes

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