Data Analysis with Microsoft Excel: Intermediate

Course Duration: 1 day

Course Description

This course offers tips and tricks to better utilize the power of Excel, covering all versions. The course involves analyzing and extracting data from data sets, using a variety of reporting tools, array formulae and CSE keystrokes, nesting functions, data manipulation.

This is a hands-on course which explores some of the more complex functions within Excel, these functions include:

- complex nesting techniques

- performing unconventional and flexible lookups

- Summarizing and analyzing trends, and controlling charts via Pivot Tables.

Formulae is also written to develop bespoke conditional formats, and you will learn a few tricks in dealing with spreadsheet errors and automating repetitive tasks.

Course Objectives

Attendees will be able to:

- Apply more complex calculations to spreadsheets

- Learn to make fast decisions to synthesise and summarise lots of information

- Work with pivot charts and tables

- Create bespoke formats and write formula-based rules

- Apply advanced text manipulation and other types of calculations to create error-free spreadsheets

- Perform various forms of analysis on business data

Course Topics
- Time savers / fast keys / shortcuts

- **Key functions**

    o IF / MAX / IFERROR / ISERROR

    o INDEX / MATCH / OFFSET / LOOKUP / VLOOKUP

    o LEFT / RIGHT / MID / LEN

    o Introduction to ARRAY functions

For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk

Data Analysis with Microsoft Excel: Intermediate

Course Topics **continued**

- o Complex nesting techniques

- **Lookup in-depth**

- o Flexible lookup techniques for unconventional datasets

- o Problems and limitations of a VLOOKUP

- o Practical solutions for complex datasets

- **Data manipulation**

- o Advanced use of text-string functions

- o Text extraction with nesting

- **Additional forms of analysis**

- o Control a chart via a Pivot Table

- o Summarise data and automate chart elements

- o Frequency distribution table

- **Bespoke and extensive conditional formatting**

- o Create immediate visuals using Data Bars

- o Writing formulas to control range formatting

- **Introduction to scenario building**

- o Experiment with goal seek

- o Introduction to solver analysis