

Course Overview



Microsoft EXCEL

½ Day Workshop

Data Analysis

Course Description

Data Analysis starts with some simple A-Z sorting of a basic database and moves on to more complex sorting and filtering. You'll be able to find or extract the exact data you need every time! Using a Data Form will help you to add data to your database and extend the boundaries of the database in one action.

Learning about Conditional Formatting lets you to keep tabs on targets and budgets by changes the colour or format of data depending on the conditions you set. Finally, you will be introduced to the Pivot Table functions, which allow you to interactively analyse and summarise data to suit your needs.

An electronic workbook is provided which contains all the relevant exercise data. This workbook builds up into a useful tool for future reference as you progress through the course.

Course Objectives

Upon completion of this course, you will be able to:

- Sort and filter data in a list or database
- Query and external database
- Use conditional formatting
- Understand the principles of Pivot Tables
- Use Pivot Tables to analyse data in a database or list
- Create and modify a Pivot Table
- Use the Pivot Table toolbar

Course contents

Sorting data in a database or list

- Simple A-Z sorting
- Performing multi-level sorts
- Sorting by columns

Using Conditional Formatting

- Applying conditional formatting to a worksheet
- Adding second and third conditions

Filtering data in a database or list

- Using autofilter
- Using custom filters
- Extracting data
- Using a Data Form to find, edit or delete records

Using Pivot Tables

- Creating Pivot Tables from worksheet data
- Using the Pivot Table wizard
- Using the Pivot Table toolbar
- Managing Pivot Tables
- Modifying a Pivot Table
- Grouping Items in a Pivot Table field
- Creating a chart from a Pivot Table
- Showing / hiding Pivot Table data

Querying an External database

- Using the Query Wizard to define the query and return the data to an Excel worksheet
- Creating a new data source

Who should attend?

All you need to be able to get the best out of this course is to have a good understanding of Excel basics - See the Introduction to Excel overview if you are not sure what the basics are.