

Organising and Analysing Data



MICROSOFT EXCEL

The next step in becoming a proficient user of Excel

About this course

This lively half-day course is the second-step in becoming proficient in Excel. It focuses on teaching the smart ways to quickly update and analyse Excel data. Follow along with the trainer as you become proficient at creating effective worksheets.

If you use Excel often but find you seem to be spending way too much time getting the results you require, this is the course for you.

Is this course suitable for you or your team?

This course is suitable for anyone who is already knowledgeable in the topics covered in our “Excel Essential Skills” course and is the next step to becoming a proficient user of Excel. This course is definitely for you if:

- You want to save time sorting, filtering and analysing data
- You want to be confident in creating calculations
- You to be able to read other people's calculations
- You want to learn a few of the most popular Excel functions
- You want to reduce time spent cross-referencing and updating your data

Learning outcomes

By the end of this course, you should be able to confidently:

- Organise, extract and subtotal lists of data using Sort, Filter and Subtotals
- Deal with unexpected results when create and copying calculations
- Save time and reduce errors using Excel functions
- Learn shortcuts to move, copy and link information between worksheets and workbooks

Learning methods

This course is designed to be instructor led. Instruction follows a “hands-on” approach. Learners will require a PC with Microsoft® Excel software installed. If you don't have a computer, we have several training laptops we can supply for your training session at no charge. The course is complemented with a step-by-step workbook.

Course pre-requisites

This course is designed for people who already have the essential skills needed to create, format, edit, save and print an Excel workbook. This includes the ability to create basic formulas and use the SUM function.

Course duration and delivery

Course delivery consists of 3.5 hours hands-on tuition. Please note the duration is set for a maximum of 12 persons. If you are thinking of running this course for a larger group, please contact us for confirmation of the required duration. The course is delivered by a certified Microsoft® Office Specialist with over 20 years of experience training Microsoft® products.

Course content

Topics covered in this course include the following:

Working with tables of data

- Freezing titles so that they are still seen while scrolling
- Prepare the data for sorting and filtering
- Sort lists of data, including applying sorting levels (a sort within a sort)
- Instantly insert sub-total and total rows to a table of sorted data
- AutoFilter -using criteria to filter lists, create custom filters
- Filtering tricks that save you time!

Working with multiple worksheets/workbooks

- Tips for working with multiple worksheets to save time formatting, updating, copying, moving and printing
- Link information between worksheets and workbooks
- Dealing with linked workbooks - refreshing, opening the source data, unlinking

Formulas and Functions

- Quick refresher on creating calculations in Excel
- Understand why calculations can be displayed incorrectly.
- Learn quick tips for copying calculations; absolute addressing
- Learn how to insert, write and get help on functions in Excel
- Find averages, highest value and lowest value using AVERAGE, MAX and MIN
- Count how many items are in a range using the COUNT family of functions
- Perform calculations only if set criteria are met using the IF function
- Total a range, but only include in the total values that met set criteria using SUMIF
- Work with ranges that contain errors using the IFERROR function

“Thank you so much!”

Thank you so much for your time yesterday – we all thoroughly enjoyed the day and learned HEAPS!

Danielle Martin, Executive Assistant to Diane Robertson, CEO - Auckland City Mission

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