

# Combine, Analyse and Report



## MICROSOFT EXCEL

Taking your managing, analysing and reporting skills to the next level

### About this course

This half-day, high-end intermediate level course has been designed to introduce the features that assist you in combining, analysing and reporting on large data lists.

Topics include super helpful tips on preparing data for use in VLOOKUP formulas, creating dynamic ranges using Tables, and producing Pivot Table reports.

### Is this course suitable for you or your team?

This course is for you if:

- You find yourself spending a lot of time reformatting data before it can be useful
- You want to learn how to combine and cross-reference from multiple worksheets
- You want to analyse your data quickly using the VLOOKUP functions
- You want to learn how to quickly consolidate and analyse data into meaningful Pivot Table reports

### Learning outcomes

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

- Use the VLOOKUP function to quickly combine and cross-reference data pulled from multiple worksheets
- Manage and analyse data using Tables
- Use functions, and data cleaning features to prepare data so that it's fit for use in a VLOOKUP and in Pivot Table reporting
- Create dynamic reports using Pivot Tables

### Learning methods

This course is designed to be instructor led and can be delivered to a group or individual learner. 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. Just let us know if you want to reserve one for your training session. The course is complemented with a step-by-step reference manual.

### Course pre-requisites

Proficiency in creating, formatting, editing, saving and printing an Excel workbook. This includes the ability to create formulas and insert functions.

## 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:

### Lookup and cross-reference

- Combine data from multiple worksheets into one summary sheet using the VLOOKUP function
- Avoid the things that cause a VLOOKUP not to work

### Preparing data for reporting

- Identify and remove duplicate records
- Change numbers formatted as text back to numbers
- Join the content of several cells into one cell
- Split a single column of data into several columns
- Quickly remove unwanted text and unwanted spaces inside of cells

### Using Tables

- Manage and analyse data ranges using the Table feature
- Use dynamic Table ranges in formulas and Pivot Tables

### Creating pivot tables

- Ensure your data is fit for pivoting
- Create a new Pivot Table
- Understand the Pivot Table cache
- Change the layout and formatting of the report
- Control how the data, totals and subtotals are displayed and summarized
- Sort, filter and rank the data
- Insert Slicers and Timelines
- Move items into logical groups for ease of summarizing and performing data analysis
- Group dates by month, quarter and year
- Create calculations within the Pivot Table area
- Display values as percentages of totals
- Work with multiple data cache

**“The course was awesome!”**

Thank you for the course, it was great! I'd definitely recommend it to anyone.

Redaw Matthews – Ergo Consulting Limited

## EXCELATWORK

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