

Data Analysis and Reporting with Excel

Eğitim Tipi: **Classroom**

Süre: **2 Day**

Eğitim Hakkında

Enhance your core Excel knowledge by learning techniques and quick tips to add value to your data analysis reporting tasks. Minimise lost time by understanding what you're doing, rather than what you've picked up from others or what you've discovered yourself.

We visually provide step-by-step instructions on a projector, while you follow along on a laptop. You take away course notes and a USB key of the exercises used.

Önkoşullar

There are no prerequisites for this course.

Kimler Katılmalı

Anyone with Excel knowledge can participate in the training.

Neler Öğreneceksiniz

- Perform your data analysis easier and quicker
- Improve your reporting tasks avoiding losses of time
- Automate key functions and repetitive processes
- Get tips to make Excel work harder for you

Eğitim İçeriği

Getting your data ready for analysis

- Importing Data
- Data clean up functions
- Naming cells
- Joining text strings
- Text to Columns
- Text Functions
- Removing duplicates
- Transpose Data

Approaching basic functions smarter

- Absolute vs. Relative references
- Automating repetitive tasks using Macros
- Arrays

Formatting

- Conditional Formatting using rules
- Data Filters
- Data Validation

Analysis tools

- Vlookups
- Goal Seek

- Scenarios
- Data Tables

More useful functions

- IF & Logical Functions
- SubTotals
- DSUM

Reports

- Format as a table
- Pivot Tables
- Group & Outline
- Consolidate Data
- Spark Lines
- Bar Chart, Line Chart & Pie Chart

Other

- Auditing
- Protection
- Sharing