

Grapevine Computing

Excel - Basic Data Analysis and Conditional Functions

Duration: One day

Overview - Users should be competent and experienced in using basic functions within Microsoft Excel as this course builds upon the functions covered in the Introductory Course. More complex functions are introduced such as IF SUMIFS and COUNTIFS as well as then moving on to nested functions. PivotTables, scenarios and macros as well as other data analysis techniques are covered in this comprehensive and in-depth course.

Who Should Attend - Users should be competent and experienced in using basic functions in Microsoft Excel. The prime aim of this course is to introduce more complex functions and data analysis techniques.

Content

Working with multiple workbooks

- Linking workbooks
- Using formulas between workbooks
- Using the consolidation feature
- Viewing multiple workbooks
- Saving workspace

Using Advanced Database Features

- Use DCOUNT, DSUM, DAVERAGE, DMAX, DMIN functions to extract information from a list of data.
- Use advanced filter to produce complex searches
- Use advanced filter to copy data to another location
- Remove duplicates from a list.

Using Conditional Features

- Understand the IF function
- Use nested IF to overcome multiple options
- Using SUMIFS and COUNTIFS to extract data from lists of information

Working with Named Ranges

- Creating named ranges
- Using named ranges in formulas

Working with PivotTables

- Creating and modifying a PivotTable
- Formatting the data
- Understanding the data within a PivotTable
- Grouping dates
- Sorting and filtering data
- Creating PivotCharts

What If Analysis

- Creating different scenarios for quick comparison
- Viewing scenarios
- Use Goal Seek

Macros

- Recording simple macros
- Storing macros
- Running macros
- Customising Excel
- Using the Quick Access Toolbar
- Creating custom lists

