

# Grapevine Computing

## Microsoft Excel – Working with Data, Data Integrity and Charts

**Duration: One day**

**Overview** - This course introduces features that enable data to be extracted from the spreadsheet and manipulated to improve data analysis. Please note that functions and formulas are introduced and explained in the Formatting, Functions and Formulas course and are only used in this course where appropriate to complete other tasks.

**Who Should Attend** - Users should be familiar with the content of the Formatting, Functions and Formulas course or comfortable creating a basic spreadsheet and simple formulas. This course introduces users to some of the many tools available within Excel that enable better analysis and manipulation of data.

### Content

#### General Techniques

- Using paste special
- Add comments to cells
- Apply conditional formatting to text and numbers
- Use absolute references to improve the efficiency of spreadsheets
- Flash fill and Sparklines

#### Creating Charts

- Use the Chart Wizard
- Amend the chart type
- Change the appearance of a chart
- Change the axis parameters
- Format the text on legends, headings and axis
- Add pictures to pie charts
- Create and manipulate 3D charts

#### Using the Database Feature in Excel

- Use the form feature to quickly add, search and delete data
- Use AutoFilter to search for data
- Use the custom filter
- Find the highest or lowest entries in the list
- Sort data

#### Using Subtotals & Outlining

- Add automatic subtotals to long lists of data
- Remove subtotals
- Add Outlining to quickly hide and show rows and columns

#### Working with Multiple/Large Worksheets

- Move and copy worksheets
- Use group mode to quickly apply changes
- Link worksheets
- Print large worksheets
- Insert page breaks
- Repeat column and row headings on multiple pages
- Print row and column headings
- Print gridlines

#### Customising Workbooks

- Freeze workbooks
- Split the screen
- Hide columns and rows
- Save customised screen layouts
- Validate data entry to minimise input errors
- Protect worksheets and workbooks

