



Data Handling With Microsoft Excel

Pre-requisites

A good working knowledge Excel is assumed and required

Course Objectives

This course is aimed at quite advanced users of Microsoft Excel who may use Excel to manage large amounts of data, often in formats that may otherwise be unmanageable.

Using the features of Excel you can analyse and summarise your data and extract the information required.

Subjects covered in the session include:-

0930hrs to 1630hrs

<ul style="list-style-type: none">☞ Pivot tables<ul style="list-style-type: none">○ Creating Pivot Tables○ Pivot Charts○ Extracting data from Pivot Tables☞ Summarising data<ul style="list-style-type: none">○ Using a summary sheet○ Summary functions☞ Consolidation of data<ul style="list-style-type: none">○ Consolidating from multiple ranges○ Working with Multiple sheets and workbooks☞ Comparing values tables<ul style="list-style-type: none">○ Highlighting similarities○ Highlighting differences	<ul style="list-style-type: none">☞ Joining data in cells<ul style="list-style-type: none">○ Using functions to join cell values○ Functions to format cells○ Changing data types☞ Splitting data in cells<ul style="list-style-type: none">○ Splitting names, address etc○ Using text functions☞ Lookup and match data<ul style="list-style-type: none">○ Compare data from multiple sources☞ Data validation<ul style="list-style-type: none">○ Check data input○ Selecting from lists☞ Filtering with subtotals
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