Advanced Working with Spreadsheet (Data Analysis and Reporting)

Course Duration: 3 hrs

Course Objective:
Excel is commonly used in data analysis and reporting, but few people can use it truly effectively. For example, many may know how to perform simple sorting or filtering, but most are at a loss to do it to meet specific criteria. After the course, candidates could understand the usage of conditional formatting. They will familiar with using sorting and filtering and creating a summary report by using Pivot tables.

Training Contents:

1   Sort the data in a range or table
- Sorting Texts
- Sorting Numbers
- Sorting Multiple Fields
- Sorting by Cell Color, Font Color and Icon
- Sorting by Custom List
- Case Sensitive Sorting
- Sort Left to Right
- Sort part of the values in a cell
- Sort Highlighted Range
- Common Issues related to Sorting

2   Advanced Filter
- Overview
- Multiple Criteria, One Column, any Criteria True
- Multiple Criteria, Multiple Columns Column, All Criteria True
- Multiple Sets Of Criteria, One Column in all Sets
- Multiple Sets Of Criteria, Multiple Columns In Each Set

- Wildcard Characters

3   Import Data
- Open a CSV Text File

4   Consolidate Data from Multiple Worksheets in a Single Worksheet
- Consolidate Data by Position
- Consolidate Data by Category
- Use a Formula to Consolidate Data

5   Data validation
- Overview
- Add data validation
- Data Validation Input and Error Messages
- Tips for working with Data Validation
- Remove data validation

6   Working with PivotTables
- Create a Recommended PivotTable
- Create a PivotTable manually
- hange the Data Layout of a PivotTable
- Sorting Data in a PivotTable
- Filter data in a PivotTable
- Group or Ungroup Data in a PivotTable Report
- Use the Field List to arrange Fields in a PivotTable
- Update (Refresh) Data in a PivotTable