

Course Aims & Objectives

This one day course teaches you how to get the most from the database features of Excel. You will learn how to clean data which is imported from another system. You will design robust databases and ensure that all data entry is validated and correct. Then you will learn the true power of information through powerful Pivot Tables and Pivot Charts. You will create mini dashboards to present relevant data to your colleagues with the click of a mouse.

Who Should Attend?

Participants who attend this course should be familiar with the basics of Excel and should have attended at least the intermediate level course. The course is aimed at anyone who is required to create complex reports from Excel data or who finds that they spend too much time trying to manipulate data in order to get the results needed for reporting. The course does not cover complex functions or formulas but will concentrate on the inbuilt features of data manipulation within Excel.

Course Outline

The course content will include the items listed below. Items not listed here are covered at another level. Some items may not be covered due to time constraints, but all will be covered in the notes.

- Work with text features of Excel to clean imported data.
- Work with Summary Reports to complete missing data.
- Understand how to construct an effective database within Excel.
- Create Tables to futureproof data entry.
- Create Control Sheets for data variables.
- Use Data Validation to force compliance with input standards.
- Creating dynamic dropdown lists, with sub categories.
- Learn how to Protect your worksheets at various levels.
- Create and use Pivot Tables.
 - Active Field Settings.
 - Creating Formulas in Pivot Tables.
- Rearranging/filtering Pivot Tables.
- Grouping data in Pivot Tables.
- Slicers and timelines.
- Replacing and adding data with ease.
- Summarising data and presenting numbers effectively.
- Updating and Refreshing options.
- Working with totals and subtotals.
- Control Pivot Table options and report layout.
- Drill down to find the data behind the results.
- Create Pivot Charts and use them in the design of mini dashboards.

Notes and exercise files will be provided online. The notes will cover all content listed above. Ongoing email support is offered to all participants.