Microsoft Excel Advanced
Data Analysis, Dashboards,
What-ifs and more functions andformulae …

Audience

This **one-day** course is for people who need to analyse large data sets, manipulate data with a range of Excel functions, set up data models using What If scenarios and use a variety of Exceltools.

Objectives

At the end of the course delegates will be able to:

- ✓ Use Excel Functions
- ✓ Advanced data filters
- ✓ Carry out "What-Ifs" using Goal Seek, and Scenario Manager
- ✓ Conditional Formatting using formulas
- ✓ Create dashboard interfaces using multiple Pivot Tables and Charts

Course Content

Functions

- IF functions, nested Ifs, ANDs and ORs for decision making. IFERROR
- Complex DATE, INFORMATION and TEXT functions
- LOOKUP functions – Index, Match, Offset

Named Ranges

- Creating Named ranges
- INTERSECT function
- Using Named Ranges

Data Validation

- Validating Data
- Creating a Custom Error Message
- Removing a Data Validation

Advanced Filters

- Working with Advanced Filters and Database Functions
- Use the Advanced Filter Feature to Display and Extract Data from Tables
- Database Functions(Dsum, Daverage, Dcounta

Auditing Tools

- Displaying the Auditing Toolbar

- Displaying/Removing Dependent Arrows
- Displaying/Removing Precedent Arrows
- Removing Tracer Arrows
- Tracing Cells Causing Errors

Conditional Formatting

- Using Conditional & Custom Formats
- Applying, Changing, Adding & Deleting a Conditional Format

Pivot Tables

- Calculation Fields
- Pivot Table Functions to summarise and analyse data
- Grouping Data
- Slicers and filters
- Adding, Moving, Deleting PivotTable Report Fields
- Creating multiple Pivot Tables

Using Goal Seek and Scenario

- Using Goal Seek
- Using the Scenario Manager
- Displaying a Scenario
- Creating a Scenario Summary Report
- Data Tables and Break Even Charts