

COMBINE, ANALYSE & REPORT

Microsoft Excel - Stage 3

THE NEXT STEP IN YOU BECOMING AN EXCEL PRO!

ABOUT THIS COURSE

This half-day, high-end intermediate level course has been designed to introduce the features that assist you in combining, analysing and reporting on large data lists.

Topics include super helpful tips on preparing data for use in lookup formulas, creating dynamic ranges using Tables, and producing Pivot Table reports.

IS THIS COURSE SUITABLE FOR YOU OR YOUR TEAM?

This course is for you if:

- ☒ You find yourself spending a lot of time reformatted data before it can be useful
- ☒ You want to learn how to combine and cross-reference from multiple worksheets
- ☒ You want to analyse your data quickly using the VLOOKUP and XLOOKUP functions
- ☒ You want to learn how to quickly consolidate and analyse data into meaningful Pivot Table reports

LEARNING OUTCOMES

By the end of this course, you should be able to confidently:

- Use the **VLOOKUP** and **XLOOKUP** functions to **quickly combine** and **cross-reference data** pulled from multiple worksheets
- Use **functions**, and **data cleaning** features to **prepare data** so that it's fit for use in a **lookup function** and in **Pivot Table reporting**
- **Manage** and **analyse data** and **formulas** using **dynamic Tables**
- Create **dynamic reports** using **Pivot Tables**

INTERACTIVE ONLINE TRAINING WITH A TUTOR

This course is designed for groups as an interactive online live session led by an instructor. Instruction follows a “hands-on” approach.

For online training please ensure you have access to the Internet, and your browser is the latest version of Microsoft Edge or Google Chrome. If you wish to follow along with the instructor, it is recommended that you have Microsoft® Excel software installed and two screens or two computers available. One to follow along in Excel, and the other to watch the instructor. The course is complemented with a step-by-step workbook and exercise files.

COURSE PRE-REQUISITES

Proficiency in creating, formatting, editing, saving and printing an Excel workbook. This includes the ability to create formulas and insert functions.

COURSE DURATION AND DELIVERY

Course delivery consists of 4 hours hands-on tuition. The duration is set for a maximum of 8 people online. For larger groups the duration may take longer. The course is delivered by a certified Microsoft® Office Specialist.

COURSE CONTENT

Topics covered in this course include the following:

LOOKUP AND CROSS-REFERENCE

- Combine data from multiple worksheets into one summary sheet using the VLOOKUP and XLOOKUP functions (XLOOKUP is for Microsoft 365 only)
- Avoid the things that cause a lookup function not to work

PREPARING DATA FOR REPORTING

- Identify and remove duplicate records
- Change numbers formatted as text back to numbers
- Join the content of several cells into one cell
- Split a single column of data into several columns
- Quickly remove unwanted text and unwanted spaces inside of cells

USING TABLES

- Manage and analyse data ranges using the Table feature
- Use dynamic Table ranges in formulas and Pivot Tables

CREATING PIVOT TABLES

- Ensure your data is fit for pivoting
- Create a new Pivot Table
- Understand the Pivot Table cache
- Change the layout and formatting of the report
- Control how the data, totals and subtotals are displayed and summarised
- Sort, filter and rank the data
- Insert Slicers and Timelines
- Move items into logical groups for ease of summarising and performing data analysis
- Group dates by month, quarter, and year
- Create calculations within the Pivot Table area
- Display values as percentages of totals
- Work with multiple data cache

WHAT PEOPLE ARE SAYING ABOUT THE COURSE

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"THE COURSE WAS AWESOME!"

Thank you for the course, it was great!
I'd definitely recommend it to anyone.

**Redaw Matthews – Ergo Consulting
Limited**

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**"SAVED ME A COUPLE OF
HOURS A DAY!"**

Really useful course. There was not a
second I felt like I was wasting my
time.

Roman Zyuzin - Analyst

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GET IN TOUCH WITH US

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