

ORGANISING AND ANALYSING DATA

Microsoft Excel - Stage 2

THE NEXT STEP IN YOU BECOMING AN EXCEL PRO

ABOUT THIS COURSE

This lively 3.5 hour course is the second step in becoming proficient in Excel. It focuses on teaching the smart ways to quickly update and analyse Excel data. Follow along with the trainer as you become proficient at creating effective worksheets.

If you use Excel often but find you seem to be spending way too much time getting the results you require, this is the course for you.

IS THIS COURSE SUITABLE FOR YOU OR YOUR TEAM?

This course is suitable for anyone who is already knowledgeable in the topics covered in our "Excel Essential Skills" course and is the next step to becoming a proficient user of Excel.

This course is definitely for you if you want to:

- ✓ Improve your output proficiency and accuracy analysing data
- ✓ Master creating calculations and reading other people's calculations
- ✓ Become a pro at the popular Excel functions used in business
- ✓ Reduce time spent cross-referencing and updating your data
- ✓ You aim to progress to Stage 3, 'Combine, Analyse and Report' in Excel

LEARNING OUTCOMES

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

- **Organise, extract** and **subtotal** lists of data using **Sort, Filter** and **Subtotals**
- **Save time** and **reduce errors** using **Excel functions**
- Deal with unexpected results when **creating** and **copying calculations**
- Learn **shortcuts** to **move, copy** and **link** information between worksheets and workbooks

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 that 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

This course is designed for people who already have the essential skills needed to create, format, edit, save and print an Excel workbook. This includes the ability to create basic formulas and use the SUM function.

COURSE DURATION AND DELIVERY

Course delivery consists of 3.5 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:

WORKING WITH TABLES OF DATA

- Freezing titles so that they are still seen while scrolling
- Prepare data for sorting and filtering
- Sort lists of data, including applying sorting levels (a sort within a sort)
- Instantly insert sub-total and total rows to a table of sorted data
- AutoFilter -use set criteria to create custom filters
- Filtering tricks that save you time!

WORKING WITH MULTIPLE WORKSHEETS/WORKBOOKS

- Tips for working with multiple worksheets to save time formatting, updating, copying, moving and printing
- Link information between worksheets and workbooks
- Dealing with linked formulas - refreshing, opening the source data, unlinking

FORMULAS AND FUNCTIONS

- Quick refresher on creating calculations in Excel
- Understand why calculations can be displayed incorrectly.
- Learn quick tips for copying calculations; absolute addressing
- Learn how to insert, write and get help on functions in Excel
- Find averages, highest value and lowest value using AVERAGE, MAX and MIN
- Count how many items are in a range using the COUNT family of functions
- Perform calculations only if set criteria are met using the IF function
- Total a range including only values that meet a set criteria using SUMIF
- Work with ranges that contain errors using the IFERROR and ISERROR functions
- Utilise today's date in calculations using the TODAY function

WHAT PEOPLE ARE SAYING ABOUT THE COURSE

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"EXCELLENT TUTOR"

Well explained. I understood every step.
Awesome work. Thank you!!

**Redaw Matthews – Ergo Consulting
Limited**

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"EASY AND IN LAYMAN'S TERMS"

Sharyn is an awesome presenter.

**Blair Elliot- General Manager,
Sales & Marketing**

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GET IN TOUCH WITH US

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