Excel Intermediate
Data Manipulation and Reporting – 1 Day
(07/10/13/16)

Pre-requisites
To gain the most from this course you need to have successfully completed the Excel Essentials course or have equivalent skills and knowledge. Understanding Named Ranges would be advantageous.

Description
Do you need to:
- Import data from text files
- Sort and Filter large amounts of data
- Summarise data using Excel Tables
- Hide or display data to show summary totals
- Control data entry using data validation
- Create and Modify a Pivot table
- Apply smart charting techniques

Aim
This course aims to provide you with the skills and knowledge necessary to use the majority of Excel’s analysis tools for modelling and manipulating data.

Learning Outcomes
At the completion of this course you should have the skills and knowledge to:
- Import data from text files in various formats
- Analyse data by using the sort and filter features
- Work with Excel tables
- Outline data to summarise information
- Create different views of the same worksheets
- Use Data validation to control data input
- Understand the basics of Pivot Reporting
- Create combination charts and understand how to use a secondary axis

Topics Covered
Key topics covered on this course include:

Import and Export Text Data
- Import and export Text and CSV Files
- Transpose Data
- Convert Text to Columns

Outline Data
- Use the Outline feature to summarise large worksheets and display only totals
- Create an outline automatically and manually

Sort and Filter Table Data
- Sort data using AutoFilter buttons or Sort dialog box
- Create and use Custom filters
- Subtotaling filtered lists

Work with Excel Tables
- Understand Excel tables
- Use Filter Slicers
- Add summary totals to a table
- Delete duplicates using Conditional formatting

Data Validation
- Control how data is entered into worksheets
- Set up various data validation settings
- Create an input and error message to inform users what information is required
- Create names and a drop down list
- Circle/Clear invalid data in Excel
- Lock cells with data validation

Introduction to PivotTables
- Create a PivotTable report
- Modify a Pivot Table

Smart Charting techniques
- Create a combination chart
- Add a secondary axis and trendline