

## Excel – Data Analysis

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### ½ Day [3hrs] Hands On Training Course

Designed for **current users** of Excel this session explores using Excel as a database, sorting, filtering and analyzing data in lists.

#### Requirements

This session is best run hands on with participants utilising a computer

#### What You Will Cover:

- Excel as a Database
- How to set up an Excel Database
- Formulas for tidying Up imported data – Text to Columns, Trim, Proper, Concatenate, Upper
- Removing Duplicates
- Format as Table
- Sorting
- Custom Sort
- Auto Filters
- Custom Filters
- Conditional Formatting
- Pivot Tables
- Pivot Charts
- Slicers & Timelines (only available in versions 2013 and 2016)
- SubTotals
- Macros to fast track preparing data for analysis