

*Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support*

## **Microsoft Excel – Working with Data Lists - 1-day course**

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**Aim:** The aim of this course is to explore Excel features that work well with large sheets of data. Identify the features offered within Excel when working with Data Lists and explore the power of using Pivot Tables.

### *Course Objectives.*

### *Explanation / Example*

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| ➤ <b>Rules when creating Data Lists</b>                            | Dos and don'ts for using data lists in Excel  |
| ➤ <b>Navigating large sheets</b>                                   | Shortcuts for moving around and selecting data areas  |
| ➤ <b>Freeze Panes</b>  | Fix row and column headings to stay visible whilst moving around the worksheet  |
| ➤ <b>Use the Data Form</b>   | Useful tool to enter, edit delete data  |
| ➤ <b>Work with filters/Advanced filters &amp; sorts</b>            | Filter to show just the information you would like to see   |
| ➤ <b>Create Sub totals</b>   | Creating subtotals by grouping information.   |
| ➤ <b>Use Database Functions DSUM, DAVERAGE, DCOUNT, DMIN, DMAX</b> | Working with interactive spreadsheet functions for data lists   |
| ➤ <b>Use Functions IF, AND, OR and VLOOKUP</b>                     | Work with functions to lookup and test data in your data lists  |
| ➤ <b>Apply Conditional Formatting</b>                              | Format cells based on rules   |
| ➤ <b>Create and work with Pivot Tables &amp; Pivot Charts</b>      | Summarising information when working with large data sets. Work with groups, calculations and filters/slicers and format a pivot table. A powerful tool to summarise information and drill down to see further information. Fantastic tool for reporting. |
| ➤ <b>Apply Data Validation</b>                                     | Create a rule to limit the data entered. Ensures correct data entry.  |
| ➤ <b>Consolidate data and removing duplicates</b>                  | Consolidating data from several ranges  |