

DURATION: One day Tutor-led groups at your premises

SUITABLE FOR: This course is for anyone who wants to gain an advanced skill set necessary for calculating data using functions and formulas, sorting and filtering data, creating PivotTables to analyse data and customising workbooks.

Aims & Objectives

- You will use advanced formulas and work with various tools to analyse data in spreadsheets. You will also organise table data and present data as charts to enhance the look and appeal of workbooks.

Pre-Requisites

- Before starting this course, it is recommended that you take the Microsoft Office Excel Level 1 course.

About this Course

Introduction & Workshop Objectives

Lesson 1: Calculating Data with Advanced Formulas

- Apply Cell and Range Names
- Calculate Data across Worksheets
- Use Specialised Functions
 - Concatenate, Proper, Left and Right
- Analyse Data with Logical and Lookup Functions
 - If, SumIf, CountIf and Vlookup

Lesson 2: Organising Worksheet and Table Data

- Create and Modify Tables
- Format Tables
- Sort and or Filter Data
- Use Functions to Calculate Data

Lesson 3: Presenting Data using Charts

- Create a Chart
- Modify a Chart
- Format a Chart

Lesson 4: Analysing Data using PivotTables, Slicers and PivotCharts

- Create a PivotTable Report
- Filter Data using Slicers
- Analyse Data using PivotCharts

Lesson 5: Customising and Enhancing the Excel Environment

- Customise the Excel Environment
- Customise Workbooks
- Manage Themes
- Create and Use a Template



For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk