

Excel Data Manipulation

Duration: 1 Day

Description

This course introduces Microsoft Excel users to the tools available for manipulating data. Participants will learn how to import and export information and documents; sort and manage data in lists; filter and query data; summarise data using Pivot Tables; use lookup and database functions; use outlines on worksheets; create custom views and link and consolidate data on worksheets.

Prerequisites

Excel Intermediate

Who Should Take This Course?

Microsoft Excel users who are familiar with the intermediate level functions and want to learn how to use the software's features for analysing data lists.

Objectives

- ✓ Import and export information and documents.
- ✓ Sort and manage data in lists.
- ✓ Filter and query data.
- ✓ Use PivotTables to display and chart data.
- ✓ Use lookup and database functions.
- ✓ Use outlines on worksheets.
- ✓ Work with custom views.
- ✓ Linking and Consolidation

Outline

Importing and Exporting Information

- Importing and Exporting Documents
- Pasting Information from Other Programs
- Inserting Objects

Working with Data in Lists

- Understanding Data Lists
- Sorting Data
- Creating and Removing Subtotals
- Working with Data Forms
- Using Data Validation

Filtering and Querying Data

- Filtering Data
- Using AutoFilter and Removing AutoFilter
- Working with Filtered Data
- Using AutoFilter with Top 10
- Creating a Custom AutoFilter
- Working with the Advanced Filter

Working with Pivot Tables

- Creating PivotTables
- Editing PivotTables
- Updating Information in a PivotTable
- Adding Fields to a PivotTable
- Removing Fields from a PivotTable
- Changing the Layout of a PivotTable
- Selecting PivotTable Data
- Modifying PivotTables
- Creating PivotCharts

Using Lookup and Database Functions

- Looking Up Values in a Table
- Working with Database Functions

Using Outlines

- Creating an Outline
- Hiding and Displaying Outline Levels
- Hiding and Displaying Outline Symbols

Working with Custom Views

- Create a Custom View
- Show a Custom View

Linking and Consolidating Data

- Create formulas using links to other worksheets
- Use the Consolidate feature to summarise data