



Excel Analytics

Who would benefit?

The course is designed for those users who need to apply more analytical functions to their spreadsheet data. The course recognises that it is not necessarily knowing a function, but the many ways in which that function can be applied, that is valuable. The course also covers extensively the nesting of functions together to obtain an overall objective.

To this end, the course focuses on a variety of logical and array functions which as their name suggest lend themselves to the analysis and manipulation of large blocks of data and to other less well known features that the more advanced and technical user might find useful.

The course includes regular short exercises to consolidate the work covered in the proceeding session to ensure every delegate has understood fully the topics covered.

The last session of the course uses a structured sequence of written tasks and objectives which whilst very similar to the topics covered during the day give the delegate only verbal prompts leaving the delegate to think or look back over the day's activities to see how best to achieve the task being requested of them. This last exercise provides closure on the original point in the outline of which functions might be applied when.

Content

▪ **Data Cleaning, Converting and Preparation**

Data downloads into Excel are often not in an optimum format for the information required from them.

- Date conversions using MONTH and YEAR
- Data, Text to Columns to convert American dates
- Concatenate
- TEXT to force prefixing zeros
- **SEARCH** and **FIND** to extract salient data from a string

▪ **Logical Functions**

Logical functions used to behave in one of two ways depending on whether a situation is true or false.

- **IF**
- **IF(ISERROR**
- **IFERROR**

▪ **Array Functions**

Functions that lend themselves to the analysis and manipulation of large blocks of data.

- **SUMIFS** and other statistical functions with multiple criteria
- **MATCH** and **INDEX**

▪ **Advanced Features**

Other less well known features that the more advanced and technical user might find useful.

- **Advanced Filtering** to obtain definitive lists of data devoid of duplication
- **Transpose**
- **Range Names**
- **Advanced Conditional Formatting**
- **Data Validation**

Duration

One day