Excel Exploring Data Course Outline

This course is for people who need to start delving into their data, linking datasets, modelling different scenarios, and performing data analysis. We will look at how we can automate procedures using a range of lookup functions and recorded macros, model different scenarios using what if analysis tools and analyse and visualise data using PivotTables and Pivot Charts.

Lookup Functions
- VLOOKUP
- INDEX
- MATCH

Working with Recorded Macros
- Understand macros and macro security
- Record and run macros
- Edit macros
- Create buttons for running macros

What if Scenarios
- Scenario Manager
- Solver

Pivot Tables
- Create Pivot table reports
- Modify calculations within pivots
- Change the formatting of PivotTables
- Sort and Filter PivotTables
- Add Pivot Charts
- Create interactive dashboards with Pivot Charts and Slicers