



MICROSOFT EXCEL

MANAGING DATA



Excel Managing Data Course Outline

This intermediate course is for people who already work with Excel quite comfortably (are happy modifying worksheets and creating simple formulas) but want to start working more efficiently and using a broader selection of tools. In this course we will get on top of our data, harnessing some important automation tools and looking at a broad range of Excel functions for cleaning, transforming and summarising data. We will also look at lots of tips and tricks to help you work more efficiently.

Text and Date Functions

- Functions for joining text
- Functions for changing case
- Functions for splitting text
- Date functions

Named Ranges

- Creating Named Ranges using the Name Box
- Create from Selection
- Using the Name Manager
- Using Named Ranges in Calculations

Aggregation Functions

- Different COUNT functions
- COUNTIFS, SUMIFS & AVERAGEIFS

Tables

- Converting from a range to a table
- Customising tables and working with the total row
- Sorting and Filtering table data
- Slicers
- Automating processes with tables