Excel For Graduate Researchers

As researchers we often need to work with data but analysing it in Excel has many challenges. In this intermediate course we look at a range of functions that can help us automate the process of cleaning and transforming the data along with tables which are a more automated storage option. We will also look at how to link data sets using lookup functions and use pivot tables and pivot charts to perform a more detailed analysis and present results. Finally, we finish off with a quick look at recorded macros for additional automation.

Clean and Transform Data

- Joining text & changing case
- Splitting text values
- Cleaning and replacing text values
- Converting Data Types
- Date Functions for Data Enrichment

Named Ranges

- Creating Named Ranges
- Using the Name Manager
- Using Named Ranges in Calculations

Aggregation Functions for Summarising Data

- Different COUNT functions
- COUNTIFS, SUMIFS & AVERAGEIFS

Tables for Automating Processes

- Creating and modifying tables
- Sorting and Filtering table data
- Slicers
- Automating processes with tables

Lookup Functions

- VLOOKUP
- INDEX & MATCH

Analysing Data with Pivot Tables and Charts

- Create Pivot table reports
- Modify calculations within pivots
- Change the formatting of PivotTables
- Sort and Filter PivotTables
- Add Pivot Charts

Working with Recorded Macros

- Record and run macros
- Edit macros