



MICROSOFT EXCEL FOR GRADUATE RESEARCHERS



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