

MANIPULATING DATA IN EXCEL - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Data List Revision

- ▶ Structuring Data Lists
- ▶ Freezing Worksheet Titles

Naming Cells & Ranges

- ▶ Naming a Cell or Cell Range
- ▶ Changing & Deleting Names

Conditional Formatting

- ▶ Highlight Cells with Formatting Rules
- ▶ Formatting Ranges with Top/Bottom Rules
- ▶ Data Visualisations
- ▶ Creating Custom Formatting Rules
- ▶ Rules Manager

Sorting & Filtering Data

- ▶ Sorting Data by Single/Multiple Columns
- ▶ Filtering List Data
- ▶ Defining Custom Filters

Subtotals & Grouping

- ▶ Adding Subtotals
- ▶ Grouping & Outlining Data

Inserting Tables

- ▶ What are Tables?
- ▶ Converting Ranges into Tables
- ▶ Modifying Tables

Using Data Validation

- ▶ Validating Text, Values & Dates
- ▶ Creating Input Messages
- ▶ Error Alerts

Course Duration: 1/2 Day

Price Per Day: £695

(For any 2 Bite Sized courses)

Suitable For:

Those who need to organise, and manipulate large volumes of data in Excel.

Learning Outcomes:

By the end of the course delegates will be able to manage data lists and create automatic subtotals and grand totals. They will be able to validate data entry, sort & filter data, use conditional formatting to monitor and visualise data, and use table functionality.

Prerequisite Skills:

Delegates attending this course should have a thorough grounding in building basic spreadsheet models including inserting & deleting rows & columns, creating simple calculations, and using statistical functions such as Min, Max & Average.