



Advanced Data Analysis

Course Length: 3 Hrs

Improve your data analysis skills with Excel and learn how to use a variety of advanced tools and techniques to gain valuable insights into your data.

Develop your Excel skills to save time, group records into categories and perform calculations, apply data validation to ensure all data is correct, perform calculations with database functions, gain more from Tables of data, enhance PivotTables and more.

Is this the right course for you?

This is the ideal course if you are already familiar with performing routine data analysis such as sorting or filtering and confident with Excel functions.

If you are self-taught with Excel and would like to learn how to use the fundamental data analysis tools, we recommend attending the Introduction to Data Analysis course prior to this course.

Course Content

Shortcuts

Work at speed with Excel

Learn how to

- Use the keyboard instead of the mouse for frequent commands
- Use smart tags to complete common tasks

Group and Summarise Data

Group records into categories and perform calculations

Learn how to

- Manually create groups of data to simplify working with large lists
- Use the Subtotal tool to perform calculations on groups of data
- Automatically create an outline of data

Data Validation

Ensure users enter correct data

Learn how to

- Set validation rules to specify what type of data can be entered in cells
- Use input messages to help users enter correct data
- Create drop down lists for data entry
- Display error alerts when invalid data is entered
- Connect drop down lists to existing data

Database Functions

Use various functions to perform database calculations based on criteria

Learn how to

- Use the SUMIF and SUMIFS functions to sum values that meet specific criteria
- Use various database functions such as DSUM and DAVERAGE

Advanced Table Skills

Use advanced tools and techniques to analyse data held in Tables of data

Learn how to

- Name Tables of data and work with named ranges which expand as records are added
- Use various functions to analyse data within Tables

Advanced PivotTable Skills

Use a wide range of tools to enhance PivotTables

Learn how to

- Set PivotTable options
- Change the calculations performed
- Work with subtotals within a PivotTable
- Create top 10 reports
- Group data into date periods
- Group data into number ranges
- Display values as percentages of total figures
- Create calculated fields
- Use slicers to filter multiple PivotTables
- Use timelines to filter PivotTables
- Apply conditional formatting in PivotTables
- Use formulas to extract data from PivotTables

More information

Feedback from trainees

The session was very well suited to people who wanted to improve their existing knowledge of how to work with data.

Excellent course, pitched at the right level and moving at the right pace.

Suitable for all versions of Excel

This course is suitable for all versions of Excel, whether you are using a Windows laptop or desktop, an Apple Mac or mobile device. All releases of Excel are also covered.

Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

Further training

Advanced Data Analysis is an IQ-IT core skills course, focusing on learning fundamental skills to gain the most from Excel. If you would like to learn more about Excel or any MS Office software, you can attend another core skills course or tailor a course to suit you. To find out more, please visit www.iq-it.co.uk.