



DATA MANIPULATION WITH EXCEL – PART 1

(Intermediate/Advanced)

SUMMARY:

This hands-on course is an intensive program that will transform participants into Excel “Power Users”. The course is focused on the pertinent Excel tools that are required in a business environment to efficiently analyze and manipulate data and to create compelling financial analyses.

The course covers intermediate and advanced level Excel topics. As such, participants should have a good working knowledge of Excel prior to taking this course.

Assignments, handouts and examples will be used throughout the day.

Timing: This course requires 1 day

Experts in financial
modeling training

(416) 583-1802
www.MarqueeGroup.ca

LEARNING TOPICS:

Data Analysis

- ✓ Use numerous built-in Excel functions to interpret and manipulate data
- ✓ Use Excel’s filters in conjunction with specific arithmetic functions to summarize large volumes of data
- ✓ Learn to use many features of the Advanced Filter, one of the most helpful and least utilized tools in Excel
- ✓ Incorporate widely used financial and arithmetic functions

Lookup Functions

- ✓ Use a variety of intermediate and advanced Lookup functions to efficiently extract specific information
- ✓ Learn multiple uses of the Vlookup and Offset functions, including ways to automate these functions
- ✓ Create nested formulas to expand the flexibility of various functions

Managing Text

- ✓ Use powerful Text functions to manipulate non-numeric variables
- ✓ Convert non-recognizable values into useable numbers with the use of Text functions

Pivot Tables

- ✓ Become proficient with Pivot Tables, one of the most powerful tools in Excel, to quickly analyze large quantities of data
- ✓ Learn to use some the most effective and lesser known Pivot Table features

Learn numerous other tips, tricks and keyboard shortcuts to increase efficiency

*Learn to efficiently analyze and manipulate data
to create compelling financial analysis*