Excel 2: Advanced Data Analysis

Advanced Skills to Analyze Data

Summary

This session covers advanced level Excel topics that are required to manage and analyze data. This hands-on course is intended for anyone who uses Excel extensively and who is already comfortable with the skills that were taught in "Excel 1: Core Data Analysis".

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

Prerequisites

Participants should take "Excel 1: Core Data Analysis" or have strong Excel skills prior to taking this course.

Timing

This course requires 8 hours.

Learning Topics

1. Database Functions
- ✓ Use Excel's Database functions so that Excel can be used instead of Microsoft Access
- ✓ Learn common uses for the Database functions, some of the most underutilized tools in Excel

2. Static and Dynamic Naming
- ✓ Discuss the rationale for using Static Names when building formulas
- ✓ Learn to create Dynamic Named Ranges, one of the most powerful concepts in Excel which allows users to automatically update graphs, Lookup functions and Pivot Tables

3. Table Tool
- ✓ Learn to create a Table (previously known as a List) to manage and analyze data
- ✓ Use Structured Reference functions to perform powerful calculations on a dataset

4. Lookup Functions
- ✓ Use some of Excel's more advanced Lookup functions, including the Index function, and learn helpful applications for their use

5. Conditional Formatting
- ✓ Use advanced conditional formatting tools to enhance the caliber of analytical output

6. Securing Data
- ✓ Review Excel's security features, including some lesser-known techniques to protect a spreadsheet
- ✓ Use Excel's Data Validation tool to restrict a cell's contents