



Excel 2010 Level 2

Analysing Data

3 hours

Is this course for you?

You need to extract information and produce reports from tables of data in Excel.

Pre-requisites

The course assumes that delegates are familiar with:

- basic operations in Microsoft Windows such as opening and saving files
- entering and editing data in Microsoft Excel.

Course duration

3 hours, including a 15 minute break.

Course objectives

At the end of the course, you will know how to store data in a table in Excel and how to sort, filter and subtotal that data. You will be able to create a Pivot Table, use Slicers to filter the data, use different functions to analyse the data, present the results in different ways, and create a Pivot Chart.

A handout covering the main course topics will be provided.

Store data in Excel 2010

- Understand rules for storing data
- Build a table of data in Excel
- Freeze panes

Work with tables of data

- Sort data by value or cell colour
- Apply a simple filter to data
- Use Excel's custom filters

Subtotal data

- Create a subtotals report
- Subtotal using Sum, Average and Count
- Collapse the data outline
- Remove subtotals

Analyse data with a Pivot Table

- Create a Pivot Table from a table of data
- Sort results
- Re-pivot the table, using different fields
- Apply the Report filter
- Drill down to see underlying data
- Refresh a Pivot Table

Work with Pivot Tables

- Change the Pivot Table design and layout
 - Change the underlying calculation used to summarise data
 - Use a Slicer to filter data
 - Analyse data by time period
 - Create a Pivot Chart
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This is a provisional course outline and may change