



Microsoft Excel Analysing Data

Aim:	Learn to create and format Pivot tables. Use Excel to analyse data.
Pre-requisite:	Windows Introduction and Microsoft Excel Creating a Basic Spreadsheet or equivalent knowledge
Duration:	3 hours

Course Content

Detailed Analysis

- Financial Functions
- Goal Seek
- Data tables
- Scenarios
- Auditing
- vlookup

Pivot Tables

- Creating a PivotTable
- Rearranging PivotTables
- Formatting PivotTables
- Pivot Charts

Advanced list management

- Subtotals
- Data validation
- Database functions
- Data forms
- Sort and Filter

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