



Advanced Working with Spreadsheet (Data Analysis and Reporting) - Class B -

Duration: 3 Hours

Course Objective:

Excel is commonly used in data analysis and reporting, but few people can use it truly effectively. For example, many may know how to perform simple sorting or filtering, but most are at a loss to do it to meet specific criteria. After the course, candidates could understand the usage of conditional formatting. They will be familiar with using sorting and filtering and creating a summary report by using Pivot tables.

Training Contents:

1 Highlight Significant Figures with Conditions

- Visualize Data Using Preset Rules
- Customize Rules to Cells Contain Text, Number, Or Date Or Time Values
- Find Unique or Duplicate Values
- Customize Rules of Two-Color Scale
- Customize Rules of Data Bars
- Customize Rules and Formats of Icon Set
- Modify the Conditions

2 Using Sorting

- Sorting List
- Customize Sorting

3 Filtering Data Using Complex Criteria

- Apply Auto Filter
- Apply Advanced Filter
- Filter Out the Result and Copy to Another Location in One Step
- Remove a Filter
- What is Subtotals
- Insert Subtotals in a List of Data in a Worksheet

4 Using PivotTable

- Create PivotTable
- Setup a PivotTable
- Change Summary Function and Format
- Change PivotTable Report Layout
- Refresh Data and Change Data Source
- Sorting Data in a PivotTable
- Filter Data in a PivotTable
- Group or ungroup Data in a PivotTable Report
- Use the Field List to Arrange Fields in a PivotTable