



### Advanced Working with Spreadsheet (Data Analysis and Reporting) - Stage III -

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**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 flash fill. They will be familiar with using sorting and filtering and creating a summary report by using Pivot tables.

**Training Contents:**

**1. Using Flash Fill**

- Turn Flash Fill on in Excel 2016
- Start Flash Fill Manually
- Split a Column of Data Based on What you Type
- Capitalization
- Dealing with Middle Names

**2. Split Text into Different Columns with the Convert Text to Columns Wizard**

- Using Text to Columns Wizard

**3. Using Sorting**

- Sorting List
- Customize Sorting

**4. 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

**5. 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

**6. Use Slicers to Filter Data in PivotTables**

- Create a slicer in an Existing PivotTable
- Create a slicer in an Existing Table
- Format a Slicer
- Make a Slicer Available for Use in Another PivotTable
- Disconnect a Slicer
- Delete a Slicer
- Slicer Components