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# Data Analysis with Excel - Introduction
# 1 Day Course

**Course level - Introductory / Developmental**

Users of Microsoft Excel who are new to data analysis, and those needing to obtain analytical skills for working around their day-to-day spreadsheets. Also, support staff, spreadsheet authors and finance workers looking to improve Excel functionality and processing speed.

**Overview**

This one-day course offers quick tips to improve functionality, spreadsheet formatting, data searching and calculations amongst large data sets within Excel. This involves an introduction to data analysis, reporting tools, data manipulation and searching, plus an insight into simple automation of tasks using macros.

**Learning outcomes include obtaining a greater understanding of:**

- Time savers
- Keyboard hotkeys and shortcuts
- Data filtering and searching
- Functions
    - Logical / Mathematical
    - Conditional (IF)
    - Textual (for cleaning data)
    - Nesting

- Using VLOOKUP within large data sets
- Applying meaningful Conditional Formatting
- Analytical options
    - Working with SUBTOTAL
    - Goal seeking

- Organise business data via Pivot tables
    - Organising data for analysis
    - Quick breakdown and analysis of complex data

- Automation using macros
    - Creating macros for repetitive tasks
    - Using the macro recorder

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