Reporting and Analysis

If you use Microsoft Excel in your daily work and your job includes summarizing, reporting, and analyzing data, this is the workshop for you. You will find out how you can create complex reports in minutes – even if it once took you hours, and master the world's most powerful reporting tool: The Pivot Table. You'll discover formulas that will save you hours of work and powerful formatting techniques including how to format by using formulas. Plus a whole host of powerful shortcuts!

LENGTH: 2 DAYS 9:00AM-4:00PM | WORKSHOP ID: 04 | FEE:

RANGE NAMES
- Edit and navigate with range names
- Using range names in formulas

SET UP A DATA LIST IN EXCEL
- Data normalization
- Transposing data

FIXING PROBLEM WORKSHEETS
- Clean up poorly laid out spreadsheets
- Correct common spreadsheet problems

CLEANING UP DATA
- Use formulas for fixing poorly entered data
- Discover text to columns

QUICK LIST ANALYSIS
- Subtotal and summarize without formulas
- Using subtotals, sorting, outlining and grouping

SIMPLIFYING TABLES WITH VLOOKUP
- Simplifying spreadsheets with Vlookup

FAST FORMATTING TECHNIQUES
- Conditional formatting
- Using styles
- Format with formulas

LINKS
- Discover 2 ways of sharing data between spreadsheets

PERFORMING CALCULATIONS
- Sumif and countif
- Understanding relative vs absolute references
- Understanding nested functions

PIVOT TABLES
- Pivot tables techniques – reporting like a pro

AUTOMATIC REPORTS
- Link data between spreadsheets

ADVANCED FILTERS
- Discover how to query your data with Advanced filters
- Find out how to find data quickly and easily

DFUNCTIONS
- Use Dfunctions to summarize data

HOW TO ADD HELP TO SPREADSHEETS
- Using comments to mark up a spreadsheet
- Using data validation to prevent unwanted actions

PRINTING REPORTS
- Excel's print options
- Working with graphical snapshots

MACROS
- Automate repetitive work with Macros… and more

Who Should Attend

This is an advanced workshop. We assume you have worked with Excel or have taken an introductory Excel course. You should be able to create a simple formula, set a print range and format the font style in a cell. If you are not yet comfortable with all the Excel fundamentals, we suggest you first take our one-day Excel introductory workshop.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER!

Toronto	(416) 929-8324 (Dial 1 For Customer Service)
Toll Free	1800-654-3251
Register Online	http://www.edtech.ca/course.asp?id=4