



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

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List Handling & Pivot Tables (1 day)

Aims

To raise awareness of the facilities available in Excel for handling and analysing large quantities of data.

To develop the skills needed to set up data tables and analyse them using Pivot Tables.

Prerequisites

This module assumes a good working knowledge of Excel. A knowledge of how databases work would also be an advantage but is not essential.

Content

- **Functional overview** – what can be achieved with an Excel database and when should you consider using Access or alternative packages?
- **What is a database?** – overview of common terms such as table, record, field, join, relational database, query
- **Preparation of the data** – steps required before an Excel database can be created
- **Using named ranges** – assigning a reserved name to the data for ease of analysis and sorting
- **Sorting your data** – how to run basic and compound sorts, common pitfalls to avoid
- **Working with Autofilters** – filtering records which meet certain criteria, (e.g. those within a given range or the largest, smallest, most expensive, etc)
- **Using query cells and lookup functions** – advantages over the Autofilter and how to set them up
- **Obtaining filtered statistics** – why the common functions won't give you a total for a filtered list and what to do about it
- **Pivot tables overview** – what they do and how they can be used to reveal complex data trends
- **Working with pivot tables** – creating a pivot table report, modifying its appearance, refreshing the data source, creating a graphical analysis