



#### Your Needs:

“This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you.”

#### Accelerated Learning:

“We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions.”

#### What You Get:

“As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards).”

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0117 9022 845

## Data Analysis and Reporting with Excel

(1 day\*)

“MS Excel has a wealth of powerful features that can help you analyse your data better – if you know where to find them!”

### Benefits of attending this course...

This course introduces a range of powerful and insightful tools that will help you understand your data better and produce reports with real impact.

You will have the opportunity for extensive hands-on practice, and the option to work on examples from your own organisation.

\*NB: the duration of this event will depend on the content selected.

### Who is it for?

Experienced Excel users who want to analyse and report on data in imaginative and sophisticated ways.

### Objectives

By the end of the training you will be able to...

-  Use a range of powerful data analysis tools.
-  Create reports that give new insights into your data.
-  Develop a personal Excel ‘toolkit’ that works for you.

### Possible Content (dependent on duration)

- ✓ Setting up your data for successful analysis and reporting.
- ✓ Creating named ranges for easier navigation, selection and formula auditing.
- ✓ Transposing data from a row to a column (and vice versa).
- ✓ Converting formulae to values (and why you should do this).
- ✓ Summarising your data into groups with SUBTOTAL.
- ✓ Using VLOOKUP to find items in a list or compare two lists (including the use of the FALSE parameter for an exact match).
- ✓ Working with INDEX and MATCH to find items (including combining these to find values to the left of the lookup column).
- ✓ Using ISNA to replace #N/A errors with zeros (so your reports total correctly) or to find non-existent items (as part of your integrity checking).



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### Possible Content (continued)

- ✓ Overview of new or enhanced functions available in Excel 2007 onwards (such as SUMIFS, COUNTIFS, IFERROR, AVERAGEIF, AVERAGEIFS).
- ✓ Working with the ‘Data Consolidate’ feature to quickly summarise your data.
- ✓ Using custom numerical formats to format values as thousands (or millions).
- ✓ Using ‘Array Formula’ to carry out bulk calculations quickly (i.e. multiply two ranges together to get a single gross product).
- ✓ Using advanced filters to perform more complex finds.
- ✓ How to copy and paste summarised data (without the hidden parts).
- ✓ Working with Pivot Tables (including customising them and using calculated fields).
- ✓ Checking and testing your reports for errors or omissions (including handling division by zero errors).
- ✓ Overview of additional techniques such as using logical operators, concatenation, handling text, and dates and ranking data values (as needed).
- ✓ Overview of other useful analysis functions such as CEILING, CONVERT, ABS, RAND and SUMPRODUCT (as needed).

*\*NB: the duration of this event will depend on the content selected.*

### Bespoke Content

-  If you want to focus on specific areas from the above list, we can do that.
-  If you want to use your own exercises (or suggest alternative subjects) then we can usually do that too!

**NB:** if you can't find what you want here please contact us and we will be happy to discuss your specific needs (with no obligation).