

## Microsoft Office Excel Analysing Data Workshop Course Outline



**Course aims:**

This course has been designed for existing users who wish to look at different ways that Excel can analyse data

**Pre-requisites:**

Delegates should be familiar with Microsoft Windows and have a good understanding of Microsoft Office Excel; alternatively they may have attended the Basics course.

**Who should attend:**

Users who are self taught or those who have attended the Basics Course.

**Duration:** 3.5 hours

<b>Sorting and filtering data</b>	Sorting data, custom sorting, filtering data, custom filtering
<b>Using data sub-totals feature</b>	Creating sub-totals, adding sub-totals to sub-totals, using the outline, removing sub-totals
<b>Data extraction</b>	Extracting data out of Excel
<b>Using pivot tables</b>	Creating & editing pivot tables, using pivot table features
<b>Follow on courses</b>	Microsoft Office Excel Beyond the Basics, Microsoft Office Excel for the Expert User or any of the other Microsoft Office Excel Workshop Courses

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