Microsoft 365 Excel
Formulas & Functions for Data Analysis

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Half-Day Training [09:30 to 12:45] – Course Outline

Summarising Data
- Using subtotal *(to quickly find sum, average, count etc on sorted data)*
- Using 3D formulas *(totalling data from identical sheets into a master sheet)*
- Using the consolidate function *(totalling data from non-identical sheets into a master sheet)*

Formulas & Functions
Logical Functions
- IF, Nested IF, IFS *(evaluating cells based on certain conditions)*
- Switch function *(a new function and an alternative to NestedIF or IFS)*
- IF Error *(to stop error messages such as #Null!, #N/A! etc)*
- Using AND / OR within functions
- CountIF/SumIF/AverageIF *(counting, summing cells based on specific criterion)*
- SumIFS/CountIFS *(evaluating cells across multiple ranges)*

Lookup Functions
- Review of V & H Lookups
- XLookup *(new function to easily search an array or range to return a specific value)*

Date & Time Functions
- Workday & Networkday functions *(for project completion dates / days etc)*

Advanced Conditional Formatting *(using formulas to highlight, emphasise & differentiate data)*
- New rule with AND / OR / IF functions
- Highlighting entire rows *(using the $ to shade entire row, rather than just the cell)*
- Using dropdown lists *(how to apply conditional formatting depending on what has been selected from the list)*

Working with Pivot Tables
Analysing Data

- Creating a pivot table & pivot field
- Summary functions (using sum, count, average etc)
- Sorting data & calculated fields
- Grouping & ungrouping pivot table data
- Creating a pivot table chart
- Slicers in pivot tables
- Introduction to PowerPivot
- Introduction to Power Query