

KOENIG SOLUTIONS • COURSE OUTLINE

Everyday Excel

Learn to manage worksheets, build lookup and logical formulas, and use Pivot Tables to organise and analyse data in Excel.

15

MODULES

33

TOPICS

COURSE OVERVIEW

This course covers worksheet navigation and formula review, working with text through splitting and joining, and using cell ranges with paste special and named ranges. It then moves into database functions such as VLOOKUP, XLOOKUP and Sort & Filter, followed by Pivot Tables, logical functions, and math and statistical functions including SUBTOTAL, SUMIFS and COUNTIFS. Later modules address data quality, advanced navigation, advanced logical and database functions such as nested IF statements, XMATCH and INDEX-MATCH, advanced analytical tools including Pivot Charts, and an introduction to macros and dynamic arrays.

WHO THIS COURSE IS FOR

Data Analysts

Office Administrators

Financial Analysts

Report Developers

Spreadsheet Users

LEARNING OBJECTIVES

- Apply keyboard shortcuts and advanced techniques for worksheet navigation
- Split and join text using Text to Columns and joining functions
- Apply Paste Special and named ranges to cell ranges
- Use VLOOKUP, XLOOKUP and INDEX-MATCH to look up data
- Create and group Pivot Tables to summarise data
- Apply logical functions such as IF, AND and OR
- Use statistical functions such as SUMIFS and COUNTIFS
- Record macros and build formulas that return dynamic arrays

15 Modules, 33 Topics

01

Worksheet Management

NAVIGATION

- Keyboard shortcuts that facilitate quick and easy navigation within cells

FORMULA REVIEW

- Review various methods for completing calculations

02

Working with Text

SPLITTING TEXT

- Use Text to Columns to split text into multiple cells

JOINING TEXT

- Join text from separate cells

03

Cell Ranges

PASTE SPECIAL

- Apply formats and perform calculations on selected cells

PASTE SPECIAL VALUES

- Hardcode the answer to a formula or function

NAMED RANGES

- Assign a name to a range of cells to make it easier to reference those ranges in calculations

04

Database Functions

VLOOKUP & XLOOKUP

- Use VLOOKUP and XLOOKUP to find information in cell range and return information from another cell range

SORT & FILTER

- Use Sort & Filter to find and organize data in large databases

05

Pivot Tables

PIVOT TABLES

- Create Pivot Tables to quickly summarize large databases

PIVOT TABLES & GROUPING

- Group within Pivot Tables

MULTIPLE PIVOT TABLES

- Create multiple Pivot Tables on a single worksheet

06

Logical Functions

IF STATEMENTS

- Use IF statements to return output based on the contents of another cell

AND, OR

- Tests to see whether multiple conditions are true

07

Math Functions

SUBTOTAL

- Use SUBTOTAL function to sum/average/count values based on what is not filtered

08

Statistical Functions

SUMIFS

- Use SUMIFS function to sum cells based on one or more conditions

COUNTIFS

- Use COUNTIFS function to count cells based on one or more conditions

09

Improve Data Quality

DATA VALIDATION

- Restrict the type of data that can be allowed in a cell

REMOVE DUPLICATES

- Eliminate duplicate row data

10

Advanced Navigation

ADVANCED NAVIGATION

- Advanced navigation techniques

FILL REVIEW

- Review of Autofill conventions and techniques specific requirements

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Advanced Functions

NESTED IF STATEMENTS

- Nested “IF” statements allow for more than just two possibilities in a single cell

IF STATEMENTS WITH AND/OR

- Expand the functionality of the IF function by adding an AND / OR criteria

12

Advanced Analytical Tools

CALCULATION OPTIONS

- Minimize volatility by changing calculation options

CONDITIONAL SUMPRODUCT

- Use SumProduct with conditions to exclude data that does not meet certain criteria

PIVOT TABLE-BASE FIELDS & SETS

- Analyze data in a Pivot Table with increased granularity by defining base fields and sets

PIVOT TABLE-CALCULATIONS

- Create calculated rows or columns in a Pivot Table that go beyond the source data

PIVOT CHARTS

- Create dynamic, graphical representations of Pivot Table data

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Advanced Database Functions

XMATCH FUNCTION

- Return the relative position (column or row number) of a lookup value

INDEX-MATCH

- Efficiently return a value or reference from a cell at the intersection of the row and column

INDEX-DOUBLE MATCH

- Use a second Match function to create a powerful, two-way lookup tool

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Introduction to Macros

RECORDING MACROS

- Record macros that involve formatting and calculations

15

Dynamic Arrays

DYNAMIC ARRAYS

- Use formulas that can return arrays of variable size

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

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