



## Excel Data Management

This Excel session covers how best to work with data in Excel. One of Excel's best features is that we can store data wherever we like in a worksheet in whatever format we want, however that is also Excel's worst feature too. Working with unstructured data that is poorly formatted makes outputting reports tedious and time-consuming. This course will cover a combination of Functions, Power Query, Pivot Tables, and other tools to work with your data more efficiently. You will also create templates that can be reused in the future to save you time. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

### Topics:

**Working with data that is inputted directly into a worksheet**

**Working with imported data**

**Getting data using Power Query**

**Why entering or storing data vertically is better than Horizontally**

**Best Practices:**

- Formatted Tables
- Date Formatting
- Data Validation

**Functions to clean data**

- TRIM
- CLEAN
- CONCATENATE
- LEFT

- RIGHT
- LEN
- FIND
- SEARCH
- MONTH
- YEAR
- CHOOSE

**Enter summary calculations into a new worksheet or workbook**

**Creating Pivot Tables to summarise data**

**Data cleaning with Power Query**

**Unpivot using Power Query**

**Output data from Power Query**

**Reusing your work / templates**

## Should You Attend This Module?

If you struggle to get meaningful reports easily from your Excel data then you should attend this course. You will need to be comfortable working with Excel and know how to use common functions like SUM, AVERAGE, COUNT, and you will also need to be able to work with saving, opening, and locating files in a Windows folder. If you want to save time with your work then this course is for you.

## Duration

This course can be delivered in 1 day hours onsite, or 3 x 2 hours online

