

Excel Advanced

2 Days

Microsoft Excel is the most important computer software used in the workplace today. Professionals use Excel to perform everyday functional tasks in the workplace. Ask Finance people - they spend more time on Excel than on Accounting software!

An increasing number of companies rely on Excel for decision support.

Objectives

- The Foundations of Data in Excel - Date, Text, Number.
- The Foundations of Calculations in Excel - Relative, Fixed, and Mixed Reference.
- Data in “Excel Tables” and not in “Excel Range”.
- The New era of PivotTables.
- Advance Data Analysis.
- Slicers (not Filter button) for Data, Reports, and Interactive Dashboards.
- The daily grind of Excel warriors - Functions and Formulas (Lookup, Logical, Text, and Date functions).
- Creating Interactive Dashboards.

Pre-requisite

You must have worked on Excel for at least 6 months.

Course Outline

1. The Foundations of Data in Excel

Three Types of Data

Dates:

The challenge of “looks like date but does not behave like date”. What is a DATE?

Recommended Date Formatting - dd-mmm-yyyy

Extracting Month Name, Year, Day Name, Week Number, etc from a date.

Text:

The main challenges: Cases and Spaces

Numbers:

The ideal and recommended formatting - Accounting, Why Accounting is our recommendation?

Two Sources of Data

Raw Data
Calculated Data

One Cell type

Range or Table

2. Data in “Excel Range” or in “Excel Tables” : The 1978 way of “Range” vs 2007 way of “Table”

Why double-click to copy formulas?

Use of Excel Tables - end of Excel “range” way.
Understand the benefits of using an Excel table over a range of data
Convert a data range into an Excel table

Review of the Excel table contextual tab
Quickly format a table with pre-defined table styles
Filter data within a table
Quickly add columns and rows into an existing table
Add a Total row to a table for quick calculations
Automatically add a formula to all rows within a table

Learn the benefits of using an Excel table to create a PivotTable

Why name a Table with “tbl”?

3. The New era of PivotTables

The Problem Of Pivot Report not taking New Data

The NEW way of Pivot Tables: Create a Pivot Table that works for LIFE -on refresh, all new rows and columns of data should get included.

The commonly faced challenges in a Pivot, and solutions for them.
Challenge #1: There are lot of empty cells in the report - how to have “zero” value in all of them.
Challenge #2: The column width keeps changing on Refresh.
Challenge #3: Users can see the data by double clicking on any cell in Pivot Table.

The solutions:

1. The FIVE Critical Pivot Table Options
2. Format Numbers (Not Cells)
3. Report format: Style and Design Components to Format a Report

The Report: Sum, Count

The Report: Concept Of Data Cubes

Show Amount as % Of Total
% of Grand Total or % of Column Total - which is better?

4. Advance Data Analysis

Analysis of Variance: Year on Year (YoY)
Analysis of Growth Rate: Year on Year (YoY)

5. Slicers for Data - avoid old FILTERS (not for Excel 2010 and earlier versions)

Old Way of FILTERs vs NEW Way of SLICERS
Concept of Horizontal Slicers
Best practices for Slicer position and size
Use of multiple columns

Formatting Slicers using Styles
Setting Default Slicer Style

Deleting Slicers
Glue your slicers so that even Excel can not move them

Slicer Settings - best practices

6. Slicers for Reports

Slicers: One Pivot - Multiple Reports

Super glue your slicers so that even Excel can not move them
Positioning of Slicer with Pivot Tables

To Print or Not to Print Slicers.
Unlocking Slicers while Protecting a Sheet

7. Slicers for Pivot Charts and Dashboards

Slicers: One Slicers - Multiple Charts
Controlling Multiple Pivot Tables / Pivot Charts with one Slicer

Where to place slicers on the Canvass of Dashboard
The concept of “Connections”

8. The daily grind of data warriors - Lookup Functions

=VLOOKUP()

How to lookup Vertically for data - data in other columns.

Eliminate the fixed range challenge created by “\$A\$1:\$M\$500” range way of VLOOKUP. Use TABLES

Using VLOOKUP to find exact matches

How to provide insurance against current and future “#N/A” errors

Root Cause Analysis of why we get “#N/A” error and solutions to the root cause

1. #N/A Reason: Unwanted Blank Spaces
2. #N/A Reason: Transactional Data is text where as lookedup data is numbers.
3. #N/A Reason: Transactional Data is number where as lookedup data is text
4. #N/A Reason: Spelling Mistakes

Looking across two different files without “\$A\$1:\$M\$500” range way.

Using VLOOKUP to Group number oriented data like Revenue, Stock, Accounts Receivables, Employee Tenure, etc using APPROXIMATE match component of VLOOKUP.

9. Logical Functions

=IF()

=OR()

=AND()

=IF(IF(IF)) - Nested IF

=IFERROR()

10. Text Functions

=LEN()

=TEXT()

=PROPER()

=TRIM()

=CONCATENATE() (or “&”)

11. Date Functions

Is it a Date?

Calculate the exact service length in YEARS, MONTHS, DAYS without dividing by 365! Use function DATEDIF().

Find the number of days between two dates using =NETWORKDAYS.INTL()

Calander days

Working Days (without FRI-SAT as weekends)

Working Days (without Public Holidays and FRI-SAT as weekends)

12. Conditional Formatting

Finding your duplicates
Conditional formatting for daily use

13. Creating Interactive Dashboards

Dashboard planning
Use of Filters inside Pivots.
Using Pivot Charts
Why keep formatting all Charts manually - let Excel do this work!
Using Slicers
Multiple Charts being controlled by several Slicers - the inter-activity

Protecting your Dashboard