



Microsoft Excel Managing Data

Students on this Microsoft Excel – Managing Data half day course will learn best practices for managing your Excel data, including the use of Outlining, before moving on to the What If Analysis tools to assist in planning and managing projections for your business.

The course assumes you have a good grasp of the fundamentals of Excel, those who are involved in business and project planning will benefit from attending this course.

Course Details

Skill Level: **Advanced**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)
10 students (Your Office)

Course Content

Overview of Managing Data

- Introduction to Managing Data

Grouping and Outlining

- Creating Automatic Outlines
- Creating Manual Outlines
- Visible Cells Only Options

Subtotals

- Setting up Subtotals
- Expanding and Collapsing Subtotals
- Removing Subtotals

Data Consolidation

- Consolidating by Position
- Consolidating by Category

What if Analysis

- Goal Seek
- Data Tables
- Scenario Manager
- Solver



I have learned to save at least 50% of my day using the functions of Excel.

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