# Excel Data Analysis

## Duration: 3 Hours

## Who should attend:
This course is aimed at delegates who need to draw conclusions from sets of data. This course is ideal for those users looking for trends and spikes in data from databases. It goes hand in hand with our effective charting course.

You will learn how to import data into Excel from different data sources such as databases, CSV files and live web based data. You will learn how to represent a data set as a table and how to sort and filter that table to order and show the correct data. Finally you will learn how to format the look and feel of the data based on its values.

## Pre-requisites:
Delegates should have attended our **Excel Updating Worksheets** course and our **Excel Formulas and Functions** course or have equivalent knowledge of both.

## Content
**Importing and Exporting Data**
Exporting Data From Excel
Importing Data From Other
Applications
CSV files
Getting Data Live from the Internet

**Organizing Data Using Tables**
Create Tables
Modify Tables
Format Tables

**Sorting and Filtering**
Sorting Data
Multilevel Sorting
Filtering a List with Autofilter
Filtering a List with Advanced Filter

**Working With Tables**
Highlighting Duplicates
Combining Data from Multiple Tables
Auto Outline
Automatic Subtotaling

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**Conditional Formatting**
Introduction to Conditional Formatting
Highlighting Specific Values
Data Bars
Colour Scales
Icon Sets
Fine-Tuning Conditional Formatting
Using Multiple Rules