



# Course Outline

White Horse Computer Training

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Training • Development • Consultancy

## **Excel Data Management & Analysis 2003/2007/2010**

<b>Who is this for?</b>	This is for those who need a deeper insight into Excel's data management analysis features to identify trends and present data in a summarised way
<b>What does it cover?</b>	The course reviews some basics from the Intermediate level which are considered building blocks for this course. Pivot tables are covered in depth along with the database functions and the new conditional formatting facilities on 2007/2010. Extra tools such as Scenario manager and solver are also covered.
<b>How long is it?</b>	1 day or can be split into several sessions if required
<b>Where is it run?</b>	On your premises or via one of the training centres we use
<b>How do I get further details?</b>	<a href="mailto:enquiries@whitehorsect.co.uk">Click here to email us</a> or visit <a href="http://www.whitehorsect.co.uk">www.whitehorsect.co.uk</a> to get in touch

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### **Overall content**

Using Named Ranges	Consolidating Data from Multiple Spreadsheets
Data Validation	Creating and Managing Scenarios
Sorting data using custom sorts	One Input & Two Input Tables
Filtering data using Auto & Advanced filters	Auditing Tools
Creating Subtotals – single & multi level	
Pivot Tables in depth	
Using the Data functions	
Conditional formatting	
Goal Seeking	
Using Solver & Adding Constraints	