



Excel Advanced Data

1 day training course



Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Advanced tables

- Removing duplicates
- Adding and removing subtotals
- Grouping/outlining controls

Advanced pivot tables

- Grouping fields
- Showing % of grand totals, etc
- Slicers and timelines

Consolidation (*)

- Formulae across sheets
- 3D sums across sheets
- The Consolidation tool

List and table functions

- Using FILTER
- Using SORT and UNIQUE
- Using the GROUPBY function
- Using PIVOTBY

Getting data with Power Query

- Using different data sources
- Query steps
- Massaging data before loading it
- The "Column by example" transform

Advanced charts (*)

- Combination charts
- Regression and trendlines
- Picture charts
- Sparklines

Pivot tables

- Creating pivot tables
- Changing the aggregation function
- Drilling down
- Filtering and sorting

Using Copilot Chat

- What to include in requests
- Using the results
- Modifying the results