



## Level 2 Excel Data Management

**Duration:** Face-to-Face 5 days (Mon-Friday) or Online 6 weeks @ 3hrs per weeks

[Courses can be taken as a 5 day Corporate or ONLINE Training]

This course is the next level after completing Level 1 Excel Core Fundamentals.

The purpose of this course is to introduce effective tools for acquiring, validating data and functions that perform calculations and automations. Data management plays a specific and key role in data analytics.

### Course Outline

#### Day 1 / Week 1 - Managing Data using Tables

- Differences between database and spreadsheet
- Dynamic vs static data
- Creating Data Forms
- Data Validation
- Creating drop-down lists

#### Day 2 / Week 2 - Validating and cleaning data

- Describing inconsistent, incomplete and inaccurate data
- Error checking functions
- Paste Special
- Conditional formatting
- Text functions

#### Day 3 / Week 3 - Data Tools

- VLOOKUP/HLOOKUP
- INDEX and MATCH
- IF and nested IF Functions
- Concatenating functions
- SUMPRODUCT

#### Day 4 / Week 4 - Introduction to Pivot Tables

- Sorting data with Pivot Table
- Creating Calculated Fields
- Filters and Advanced Filters
- Creating Pivot Charts
- Pivot Table Slicer

#### Day 5 / Week 5 - Using Power Query

- Getting external data
- Importing data from other workbooks
- Importing data from Text/CSV/PDF/Website