Excel Training: Techniques to Effectively Mine Data

Program Agenda

Day 1

8:00 am – 8:30 am  
Check In

8:30 am – 9:30 am  
Lay of the Land, Formatting and Layout

Review Excel ribbon functions, customizing your Excel ribbon, shortcuts, quick access features, formatting worksheets, cell interiors and exteriors, insert/delete, and filtering, printing, orientation, margins, headers/footers, etc. with exercises

9:30 am – 9:45 am  
Break

9:45 am – 11:00 am  
Data Maneuvering

Removing duplicates, line breaks, and sorting data by values, colors and exercises

11:10 am – 12:00 pm  
Formulas & Charts/Graphs  
More Shortcuts & Right Click Features

Basic formulas (text, math, date, time), creating charts/graphs, shortcuts, right click features, with exercises.

12:00 pm – 1:00 pm  
Networking Lunch

1:00 pm – 2:15 pm  
Formulas & Charts/Graphs Continued

2:15 pm – 2:30 pm  
Break

2:30 pm – 5:00 pm  
Advanced Excel Formatting, Data Maneuvering & Layout

Paste special, conditional formatting, text to columns, data validation, lists.

5:00 pm  
Program Adjourns

Agenda was last updated: 3/23/2018

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Day 2

8:00 am – 8:30 am  
Check In

8:30 am – 10:00 am  
**Advanced Formulas**

*SumIf, CountIf, text formulas, date formulas, absolute references, hyperlink formula, vlookup, index/match, deidentify, random sampling*

10:00 am – 10:15 am  
Break

10:15 am – 12:15 pm  
**Pivots, Charts/Graphs**

*Pivots, pivot from access, pivot graphs.*

12:15 pm – 1:15 pm  
Networking Lunch

1:15 pm – 5:00 pm  
**Case Studies**

*Using both cleansed and manufactured data, use the Excel skills from this class*

5:00 pm  
Program Adjourns

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