

CORPORATE EXCEL DATA MANAGEMENT TRAINING

Data Cleaning Techniques

Change case using upper,proper,lower

Remove spaces using TRIM

Using LEN Function

Extracting text, number, values

Adding leading zeroes

Extracting numbers and names

Extract single digits and abbreviations

Converting symbols to values

Find Replace Basic Examples

Replace first hyphen

Replace 2nd hyphen

Wild Card Asterisk

Wild Card Question mark

Wild Card Tilde

Conditional Formatting

Greater Than

Less Than

Between

Equal To

Text That Contains

A date occurring

Duplicate values

Top 10 items

Top 10 percent

Bottom 10 items

Bottom 10 percent

Above average

Below Average

Data Bars

Color scales

Icon sets

Advanced Filter

Single criterion

And criterion

OR criterion

And + Or criteria

Between criterion

Between 2 dates

Extract in different worksheet

Extract in different workbook

Extracts unique records only

Unique records with criteria

Unique records without criteria

Extract unique records matching 2 lists

Extract data based on three AND Criteria

Extract random columns data using OR criteria

Adv. filter with contains criteria

Use adv. filter with DATE and TEXT functions

Adv filter complex example

Asterisk sign

Adv filter to filter the data

Extract data from every 5th row

Functions & Formulas

Absolute vs relative cell reference

Formula Errors

Vlookup

Match with

MATCH With -1

Match with zero

Index Basics

2 way lookup with match with -1

2 Way Lookup

VLOOKUP vs INDEX & MATCH

Result column is on the left

DV with Vlookup and IFERROR

HLOOKUP

Retrieve data from all columns

If Function Introduction

If function-Calculating sales tax

IF with AND

IF with OR

Comparing two lists to highlight unique items

Creating Search Box

Lookup in V range, return from H range

Group sales values

Macro Recording

Macro Basics

Adding macro button in ribbon tab

Absolute reference

Relative reference

Absolute cum Relative reference

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Adv. filter macro to Extract data

Adv. Filter macro- Data from Many Columns into One

Adv. filter macro- Extract partial text macro

Adv. filter macro - arrange data vertically

Macro (Transpose horizontally

Highlight value cells using go to special

Delete blank rows using go to special

Format Table Macro

Vlookup Macro

Create pivot table macro

Refresh Pivot Macro

Different pivot table views macro

Top 10 Filter Macro

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Arranging Data-No Gaps in the data

Arranging data-no subtotals in the data

Arranging data-always use excel tables

Arranging data-formatting

Arranging data-remove spaces

Arranging data-count the data first

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Field list- activate field list

Field list-Move field list

Field list-resize field list

Field list- field list views options

Field list-field list and areas

Field list-renaming field

Field list-duplicate field name

Field list-adjust the column position

Copy as picture

Copy as values

Copy as new pivot table

Exploring subtotal options

Exploring grand total options

Exploring report layout options

Exploring blank rows options

Exploring pivot table styles

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Protect worksheet, not the slicer

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Clear pivot cache old items
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Sort manually (drag, type, right click)
Sort using a custom list
Override a custom list sort
Sort regions in ascending order
Sort new items added
Clear a sort
Sort L to S grand totals
Filter by dates
Filter by text labels
Filter by numerical text labels
Value Filters
Filter by report filter
Keep or hide selected items
Filter by wildcards
Filter by multiple fields
Apply multiple filters
Filter by multiple values
Include new items
Clear multiple filters
Add filters to the column
Grp by month and months and years
Group by months and quarters
Group by quarters
Group by quarters & years
Group by years
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Creating a calculated item
Calculated item on column labels

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Percentage of column total
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Percentage of
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Percentage of parent column total
Percentage of parent total
Difference from
Percentage Difference from
Running total in
Percentage Running total in
Rank smallest to largest
Rank largest to smallest
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