

Course goals and weekly learning objectives

Course learning objectives

- Use Excel tools, formulas, and functions to clean and prepare data for analysis.
- Use Named Ranges and Tables to automate your analysis.
- Understand the different types of data in Excel and use appropriate functions to work with them.
- Use logical and lookup functions to transform and categorise data.

- Week 1: Cleaning and manipulating text
- Apply a range of text functions to manipulate and restructure data.
 - Solve issues of removing and replacing unwanted characters.
 - Develop confidence working with advanced formula techniques and nested functions.

- Week 2: Working with numbers and dates
- Understand how dates work in Excel.
 - Apply a range of functions for converting data to different data types.
 - Formulate calculations using more advanced date functions.

- Week 3: Defined Names for working more effectively with data
- Understand what Named Ranges are and their advantages.
 - Demonstrate a range of methods for creating Named Ranges.
 - Modify workbooks to use Named Ranges.

- Week 4: Tables for automating data manipulation
- Understand what tables are and the advantages of using them.
 - Know how to convert a range to a table and work effectively with that table.
 - Recognise and use structured referencing.

- Week 5: Logical and lookup functions
- Apply logical functions to correct or transform data.
 - Employ a range of logical functions to automate performing different operations under different circumstances.
 - Understand how lookup functions can be used to categorise data.
 - Solve a variety of problems using lookup functions to match data from different sources.