Searching and Manipulating Data in Excel

WORKING WITH DATA IN EXCEL

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Course Pattern

Introduction to the topic or type of action

Reasons for performing said action

Practical implementation

Module Overview

Data validation

What-if analysis

Text-to-Columns tool

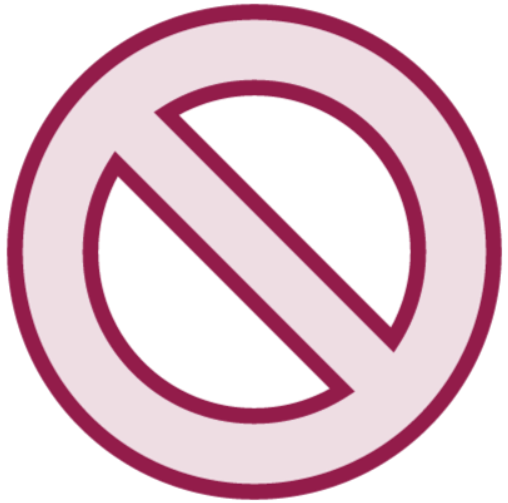
Flash fill tool

Data Validation in Excel

Data Validation

Data Validation in Excel lets you control the data that can be entered in a cell.

Data Validation Scenarios



Restrict data to certain numbers/text/data

Inform user whenever out-of-range data is entered

Guide user on what data to enter

Data validation can be easily defeated.

If a user copies data from a cell without validation to a cell with data validation, the validation is destroyed / replaced

Demo

Data validation scenarios

What-If Analysis

What-If Analysis

What-if analysis is an Excel tool that lets you explore results of different scenarios by using several sets of values in one or more formulas

Types of What-If Analysis Tools

Scenario Manager

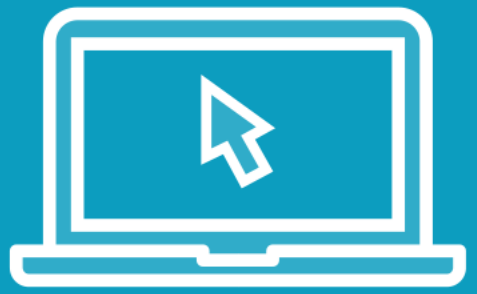
Data Table

Goal Seek

Demo

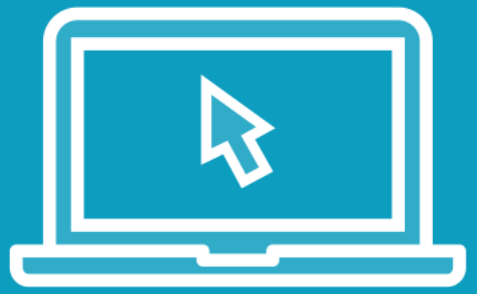
Executing a what-if analysis – Scenario Manager

Demo



Executing a what-if analysis – Data Table

Demo



Executing a what-if analysis – Goal Seek

Text-to-Columns Tool

Text-to-Columns Tool Overview

Separate text data from a single column to separate columns

Works with two types of text data

Delimited and fixed width

Extract or Combine Data with Flash Fill

Flash Fill Overview

Smart tool – identifies patterns

Extract or combine data

Limitations of Flash Fill

No formulas used – static result

Cannot always correctly identify patterns

Summary

- Data validation scenarios
- Three kinds of what-if analysis with demonstrations for each
- Splitting two types of text data into multiple columns with text-to-columns
- Extracting and combining data with flash fill