



ANALYSING DATA USING SPREADSHEET

OVERVIEW

This workshop will show participant how to use the powerful tools in Excel 2013 for organizing, visualizing, and calculating your data. This workshop is suitable for teachers who already master the basics in Ms Excel and wants to add more advance skill in using Ms Excel.

LANGUAGE

English

TIME

2.00—4.30pm

DURATION

5 hours (2.5 hours per session)

TARGET PARTICIPANT

All teachers

METHODOLOGY

- ◆ Workshop style
- ◆ Demonstration
- ◆ Hand-on Activities

LEARNING OUTCOMES

At the end of the workshop, participants will be able to:

- use Filter to change the order of your data.
- Organize data in groups to easily show and hide different sections of your worksheet.
- include several sparklines in a workbook.
- Use VLOOKUP to find data in a large spreadsheet.
- Use IF functions.
- Use COUNTIF functions.
- edit cell data, mark spelling errors, or add comments in the margins
- Using Pivot Table
- use a what-if analysis tool called Goal Seek
- Create charts provide a visual representation of data, making it easier to analyze. add headers to the top and footers to the bottom of a worksheet.

CONTENT

- Sort and Filter
- Group and Subtotals
- Sparklines
- VLOOKUP
- IF and COUNTIF Functions
- Track Changes and Comments
- Pivot Table
- What-If Analysis
- Create Charts