Manipulating Data

**Format: Half Day
Max Capacity 6**

This module has been designed for delegates who are familiar with Excel and can already use the basic functions. The topics covered are particularly useful if large amounts of data need to be re organised for reporting and statical analysis.

Course Content

- Absolute Cell Reference
- Named Ranges
- Using Named Ranges in Formula
- Text Formula
- LEFT/RIGHT/LEN

- Round
- Concat
- Trim
- Text Join
- Text to columns
- Remove Duplicates
- Date Formula

- Subtotals
- Custom Lists
- Remove Blanks
- Hide Cells

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