

MS Excel Advanced

*Learn how to clean up your data with
advanced Microsoft Excel Functions.*



VLookup

Filtering

Advanced Formulas

Hello & Welcome

This session will begin shortly.
While you wait, please download the slides for
today's session from the [LevUL up website](#).



In association with:



Recording

- This session will now be recorded. Any further information that you provide during a session is optional and in doing so you give us consent to process this information.
- These recordings will be stored by the University of Limerick for one year and may be published on our website during that time.
- By taking part in a session you give us your consent to process any information you provide during it.



Organising our Data

Filtering

VLookUp

Formulas

How we intend for you to engage with this workshop...

- We would like you to be able to follow along with us and make edits to your downloaded sample file during this workshop.
- If you only have one screen, you can set up the two windows side by side in a split screen set-up.
- Please keep your camera & microphone off during the workshop
- Ask questions in the chat



Introduction

How can we use excel for data analysis?

Harnessing the power of Microsoft Excel to do data analysis can make it easier to find, sort and extract information.

This skill is a must-have for disciplines like economics and sociology, but also a great addition to your CV.

Windows

 +  = **Copy**

 +  = **Duplicate**


 +  = **Cut**

 +  = **Un-do**

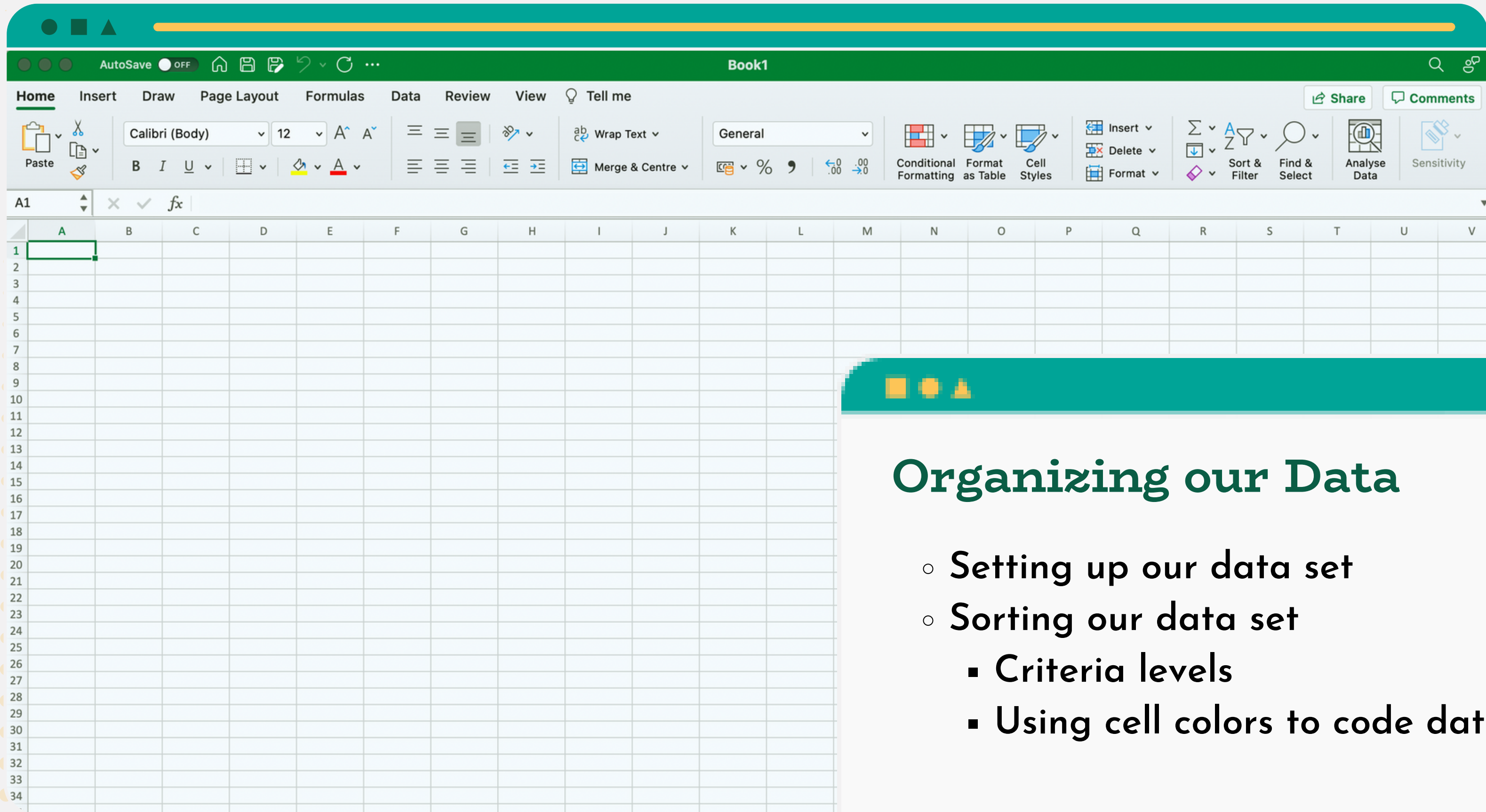
 +  = **Paste**

 +  = **Re-do**

Basic Commands

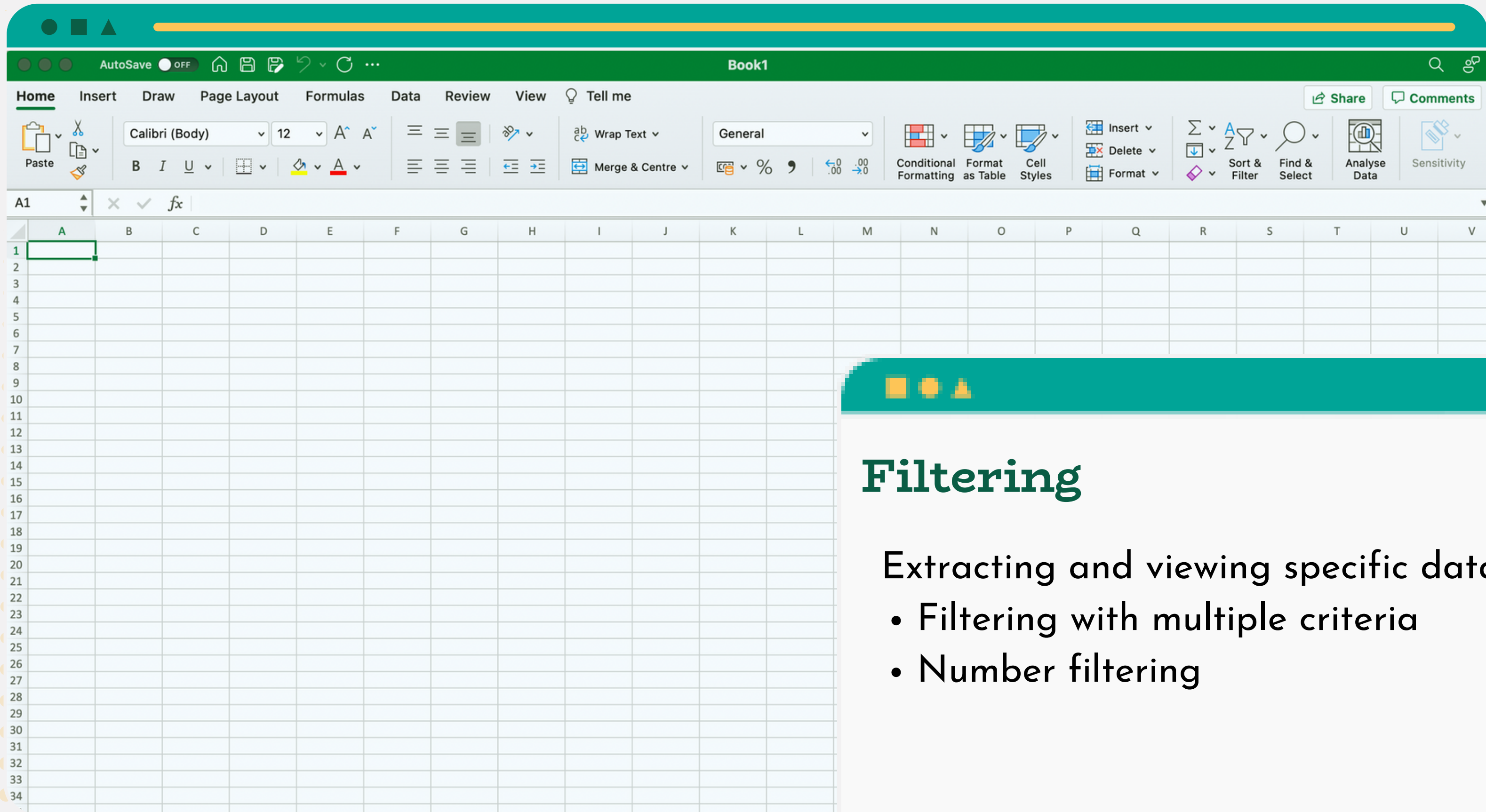
 + **P** = Print
Q = Quit
X = Cut
W = Close Window
Z = Undo
C = Copy
A = Select All
S = Save
H = Hide
V = Paste
F = Find
O = Open Window
G = Find Next
E = Eject
M = Minimize
N = New
- = Zoom Out
+ = Zoom In

Mac OS



Organizing our Data

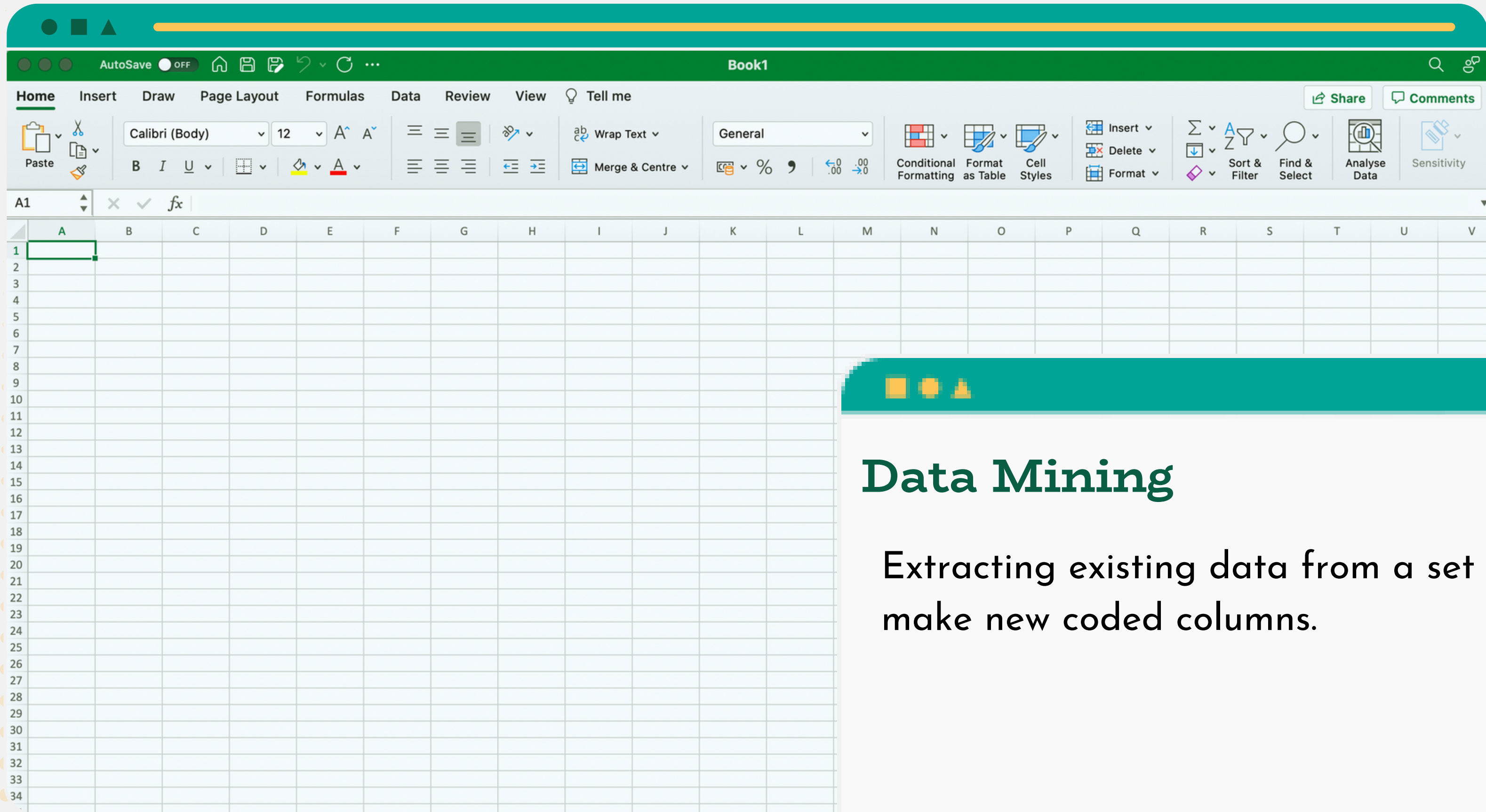
- Setting up our data set
- Sorting our data set
 - Criteria levels
 - Using cell colors to code data



Filtering

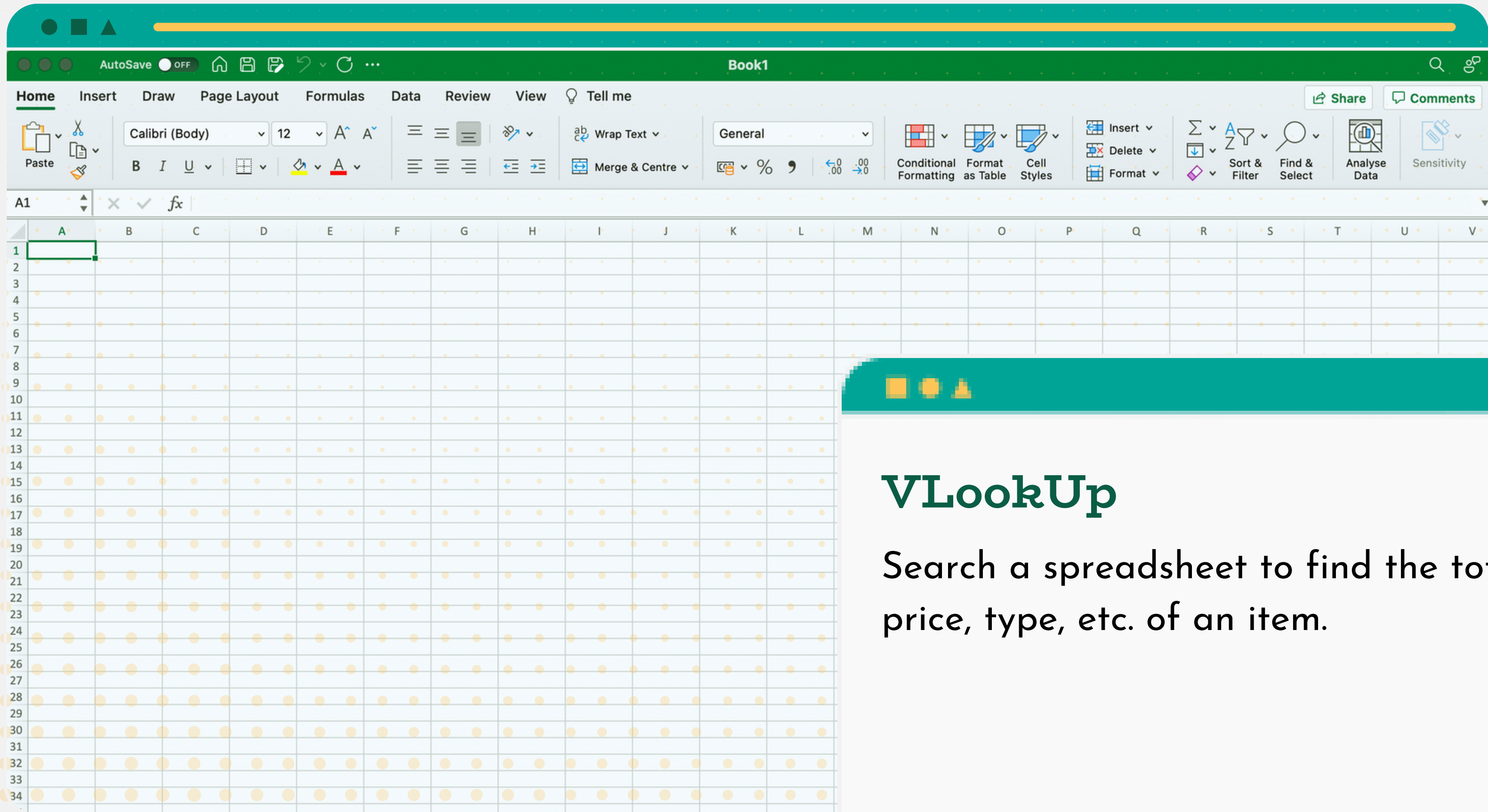
Extracting and viewing specific data points

- Filtering with multiple criteria
- Number filtering



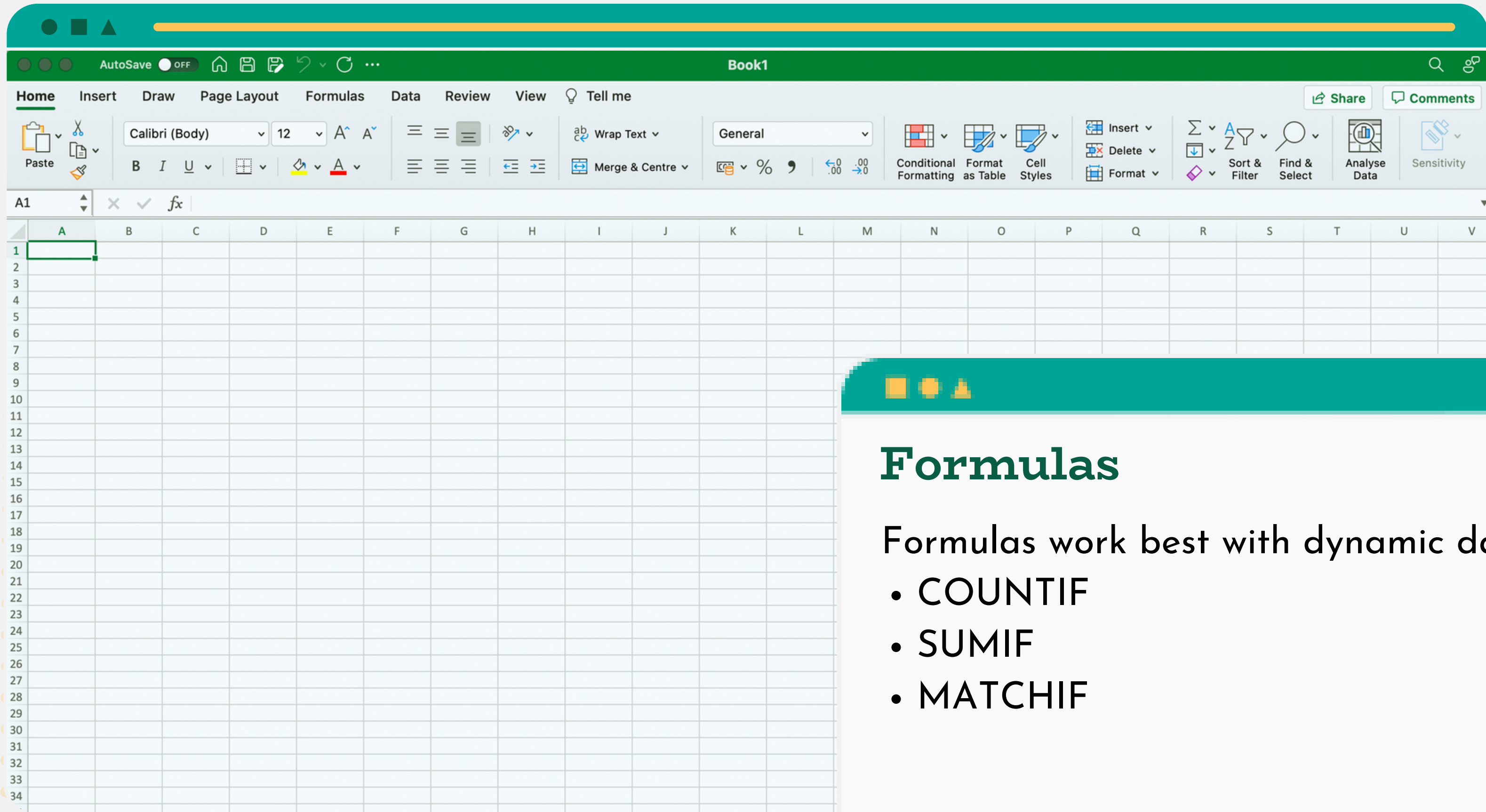
Data Mining

Extracting existing data from a set to make new coded columns.



VLookUp

Search a spreadsheet to find the total price, type, etc. of an item.



Formulas

Formulas work best with dynamic data.

- COUNTIF
- SUMIF
- MATCHIF

Reflection & Questions

Support & Resources

Looking for more ways to use Excel?

<https://edu.gcfglobal.org/en/excel/>

- YouTube videos
- Skillshare
- Udemy
- LinkedIn Learning courses





LevUL up

ULs Student Digital Skills Series



**Enhancing
Digital Teaching
and Learning**

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Thank you!



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