

# Introduction to Excel Data Analysis

This course is designed to equip you with further essential skills to work effectively with data in Microsoft Excel.

## Who is it for?

The introduction to Excel Data Analysis Professional Development Workshop is ideal for:

- Employees at all levels who are seeking to build their practical knowledge and skills in managing and working with data in Microsoft Excel

## How will this workshop help me?

- Using the Fill Handle to populate data entries
- Use of Paste Special tool options
- Using absolute cell referencing
- Drilling down data using various filtering methods
- Managing data entry using the Data Validation tool
- Using SUMIF, SUMIFS and further variations of IF/IFS functionality
- Creating charts in Excel

This workshop will be led by Tony Garraway, an experienced trainer who has worked with a variety of organisations in the private and public sector.

### Delivery:

Online  
3 hours  
9:30am - 12:30pm

### Costs:

Apprentice: Free  
Partners: £75  
Commercial: £150

### Workshop dates:

16<sup>th</sup> March 2026  
15<sup>th</sup> June 2026  
21<sup>st</sup> September 2026

## To book your place on this workshop

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