

## Processing and handling data: Essential Excel functions for pharmacy

### Course outline

Topics	Presenter	Learning objectives
<b>Digital environment overview</b>	<b>Aaron Van Garderen</b> , <i>Medication Systems Manager, Digital Health and Informatics, Metro South Health, Brisbane, Qld</i>	<ul style="list-style-type: none"> <li>Identify digital tools commonly accessible and used by pharmacy staff</li> <li>Overview the functionality of Word, Excel</li> <li>Explain the optimal workflows for each tool</li> <li>Determine which tools are best for which task</li> </ul>
<b>Introduction to excel</b>	<b>Aaron Van Garderen</b> , <i>Medication Systems Manager, Digital Health and Informatics, Metro South Health, Brisbane, Qld</i>	<ul style="list-style-type: none"> <li>Overview the scope of functionalities within Excel</li> </ul>
<b>Setting up your workspace</b>	<b>Jillian Campbell</b> , <i>Lead Subject Matter Expert, VMM Project, Virtual Care, Program Delivery, NSW Health, Sydney, NSW</i>	<ul style="list-style-type: none"> <li>Explain the purpose and benefit of freezing panes and filtering in Excel</li> <li>Apply basic and advanced filters to manage and refine your data</li> <li>Organise data using these functionalities</li> <li>Differentiate between Excel file formats</li> </ul>
<b>Processing your data</b>	<p><b>Rainy Johnston</b>, <i>Senior Business Analyst, eHealth NSW, Sydney, NSW</i></p> <p><b>James Grant</b>, <i>Clinical Director of Informatics - Data and Analytics, eHealth Queensland, Queensland Health, Brisbane, Qld</i></p>	<ul style="list-style-type: none"> <li>Describe basic Excel functions and formulas for data analysis</li> <li>Write simple formulas to perform data calculations</li> <li>Apply cell references in formulas</li> <li>Explain how to format cells in Excel for data consistency and management</li> <li>Explain how to manage dates within Excel data sets"</li> <li>Explain the purpose and structure of the VLOOKUP function</li> <li>Identify scenarios where the VLOOKUP function is applicable</li> <li>Use the VLOOKUP function to search and retrieve data from a specified range in Excel</li> <li>Explain how to manage commonly encountered errors with the VLOOKUP function</li> </ul>

		<ul style="list-style-type: none"> <li>• Explain the role of the INDEX-MATCH combination in Excel</li> <li>• Determine when to use the INDEX-MATCH vs. the VLOOKUP function</li> <li>• Describe how to split and organise data using different Excel functions</li> <li>• Identify scenarios where data splitting is necessary</li> <li>• Split data based on common delimiters</li> <li>• Describe how to troubleshoot issues with splitting complex data</li> <li>• Apply conditional logic using IF statements to Excel data</li> <li>• Identify scenarios where adding data based on conditions is required</li> </ul>
<b>Cleaning your data</b>	<p><b>Julian Soriano</b>, <i>Clinical Analyst, SA Pharmacy, Adelaide, SA</i></p>	<ul style="list-style-type: none"> <li>• Explain basic conditional formatting rules</li> <li>• Create custom rules based on specific criteria to analyse Excel data</li> <li>• Use conditional formatting to visually enhance and analyse Excel data</li> <li>• Identify input date formats in Excel</li> <li>• Manage the display and consistency of date entry data in Excel</li> <li>• Format date cells for improved readability and consistency</li> <li>• Create dynamic date entries and calculate date differences</li> <li>• Extract, sort and filter data using date functionalities</li> </ul>
<b>Presenting your data</b>	<p><b>Janice Kho</b>, <i>Dispensary Supervisor / Deputy Chief Pharmacist - Operations, Fiona Stanley Hospital, Perth, WA</i></p>	<ul style="list-style-type: none"> <li>• Use tables in Excel to organise and display data</li> <li>• Explain the features and benefits of Excel tables</li> <li>• Describe the purpose and benefits of pivot tables for data analysis</li> <li>• Create and customise pivot tables from raw data sets</li> <li>• Use calculated fields and items within pivot tables for additional data analysis</li> </ul>