



Processing and handling data: Essential Excel functions for pharmacy

Course outline

Topics	Presenter	Learning objectives
Digital environment overview	Aaron Van Garderen , Medication Systems Manager, Digital Health and Informatics, Metro South Health, Brisbane, Qld	<ul style="list-style-type: none"> Identify digital tools commonly accessible and used by pharmacy staff Overview the functionality of Word, Excel, XXX Explain the optimal workflows for each tool Determine which tools are best for which task
Introduction to excel	Aaron Van Garderen , Medication Systems Manager, Digital Health and Informatics, Metro South Health, Brisbane, Qld	<ul style="list-style-type: none"> Overview the scope of functionalities within Excel
Setting up your workspace	Jillian Campbell , Lead Subject Matter Expert, VMM Project, Virtual Care, Program Delivery, NSW Health, Sydney, NSW	<ul style="list-style-type: none"> Explain the purpose and benefit of freezing panes and filtering in Excel Apply basic and advanced filters to manage and refine your data Organise data using these functionalities Differentiate between Excel file formats



<p>Processing your data</p>	<p>Rainy Johnston, <i>Senior Business Analyst, eHealth NSW, Sydney, NSW</i></p> <p>James Grant, <i>Clinical Director of Informatics - Data and Analytics, eHealth Queensland, Queensland Health, Brisbane, Qld</i></p>	<ul style="list-style-type: none">• Describe basic Excel functions and formulas for data analysis• Write simple formulas to perform data calculations• Apply cell references in formulas• Explain how to format cells in Excel for data consistency and management• Explain how to manage dates within Excel data sets"• Explain the purpose and structure of the VLOOKUP function• Identify scenarios where the VLOOKUP function is applicable• Use the VLOOKUP function to search and retrieve data from a specified range in Excel• Explain how to manage commonly encountered errors with the VLOOKUP function• Explain the role of the INDEX-MATCH combination in Excel• Determine when to use the INDEX-MATCH vs. the VLOOKUP function• Describe how to split and organise data using different Excel functions• Identify scenarios where data splitting is necessary• Split data based on common delimiters• Describe how to troubleshoot issues with splitting complex data• Apply conditional logic using IF statements to Excel data• Identify scenarios where adding data based on conditions is required
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<p>Cleaning your data</p>	<p>Julian Soriano, <i>Clinical Analyst, SA Pharmacy, Adelaide, SA</i></p>	<ul style="list-style-type: none"> • Explain basic conditional formatting rules • Create custom rules based on specific criteria to analyse Excel data • Use conditional formatting to visually enhance and analyse Excel data • Identify input date formats in Excel • Manage the display and consistency of date entry data in Excel • Format date cells for improved readability and consistency • Create dynamic date entries and calculate date differences • Extract, sort and filter data using date functionalities
<p>Presenting your data</p>	<p>Janice Kho, <i>Dispensary Supervisor / Deputy Chief Pharmacist - Operations, Fiona Stanley Hospital, Perth, WA</i></p>	<ul style="list-style-type: none"> • Use tables in Excel to organise and display data • Explain the features and benefits of Excel tables • Describe the purpose and benefits of pivot tables for data analysis • Create and customise pivot tables from raw data sets • Use calculated fields and items within pivot tables for additional data analysis