

Excel at Your Own Speed for Appraisers Class

Goal: Everyone taking the class should come away with a plan on how to analyze data in excel for each appraisal.

Before you take the class, you must be familiar with downloading data from MLS and you must have a copy of excel 2007 or later on your pc.

Skills to Teach List

- Create a process to retain your data and analysis for your work file for every report individually
 - What data to download
- Secure your data
- Basic excel skills
 - Workbook structure
 - Worksheets
 - Row/Column structure cell identifiers
 - Copy/paste
 - Cut/paste
 - Insert space/data
 - Sort
 - Filter
 - Math
 - =
 - Percent change
 - Formulas
 - Auto sum
 - Avg
 - Median
 - Mode
 - Min
 - Max
- Intermediate excel skills
 - Grouped pairs analysis
 - Sort data, insert row, add a formula
 - Straight line graph
 - Format straight line graph
 - Bar graphs
 - Format graphs
 - Trend lines
 - Data points
 - Axes
 - Text boxes

- Backgrounds
 - Data labels
- PSF Trendline graph
- GLA sale price trend graph
- Reusable formulas
- Advanced excel skills
 - More than one data set on a graph
 - Pivot tables
 - Seasonality: 12 month rolling change table/graph
 - If then logic statements