Microsoft Excel

Advanced

PREREQUISITES

A working knowledge of Excel or our Introduction to MS Excel course

BENEFITS

- At the end of this course you will have a complete understanding of the higher functions of Excel.
- You will be able to perform the most advanced calculations and functions, manipulate data using pivot tables and 'advanced' analysis, record macros and integrate with other office applications.
- You will then be qualified to progress to our Excel VBA course.

COURSE CONTENT

Linking Spreadsheets

- Link Worksheets Within A Single File
- Link Worksheets to External Files

Advanced Functions

- IF Function & Nested IF Statements
- And & Or Functions
- Lookup Functions (Horizontal And Vertical Lookup
- Subtotals
- Conditional Formatting

3D Ranges

- Create & Maintain (Within Worksheets In a Single File & Between External Files)
- Consolidate Data (via 3D Ranges & Using The Consolidate Tool)

Pivot Tables

- Create Pivot Table
- Work With Row/ Column Fields
- Data Fields
- Customise Table Display

Data

- Enter & Select Records Using The Input Form
- Sort Data Into Lists
- Filter Data - Autofilter, Advanced Filter
- DataBase Functions
- Validation Rules

Macros

- Create Macros – Record & Modify the VBA Code Generated
- Relative Referencing
- Adding Macros to the Quick Access Toolbar
- Make Available To All New Documents/ Current Document Only

Outlines

- Group Row/ Column Data To Create Outline Levels Based On Worksheet Formulae
- Display Summary Rows And Summary Styles

Sparklines

- Inserting Sparklines
- Customizing Sparklines

Custom Views

- Create, Modify, Delete
- Include Hidden Rows, Columns, Filter Settings