Microsoft Excel

Advanced (2 Day)

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.
- As well as covering additional topics, attending the 2 day course (as opposed to the 1 day) provides delegates with the opportunity to work their way through more examples & benefit from the extra time to absorb information

COURSE CONTENT

Advanced Functions
- IF Function & Nested IF Statements
- And & Or Functions
- Lookup Functions (Horizontal And Vertical Lookup
- Index Function
- Array Function
- 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

Organising Workbooks
- Create Templates
- Styles
- Protect Ranges & Worksheets

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

Goal Seeking
- Solver
- Goal Seeking With Charts
- What-If

Scenarios
- Create Scenarios
- Create Summary Report
- Merge Scenarios
- Protect Scenarios

Macros
- Create Macros – Record & Modify the VBA Code Generated
- Relative Referencing
- Assign To Toolbars/ Keyboard
- 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

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