Microsoft® Excel Advanced

Objectives   Duration: 1 Day

This course is for experienced users of Excel who wish to improve automation and analysis of their Excel data.

Prerequisites

Previous knowledge of Excel is essential, including familiarity creating formulas and functions.

The following gives an overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Formulas and Functions

- Revision of naming cells and the IF function
- Using the AND/OR functions with an IF function
- IFS
- Retrieving data using VLOOKUPs (XLOOKUPS if available)

Formula Auditing

- Tracing precedents and dependents
- Tracing errors
- Showing formulas

Data Validation

- Controlling data input & drop-down lists
- Creating data input alerts & prompts
- Checking validity of existing data
- Circling invalid data
- Clearing data validation
- Protecting worksheets & workbooks

Templates

- Creating a custom template
- Creating new workbooks using a custom template
- Editing and deleting Templates

Pivot Tables

- Creating & manipulating a pivot table
- Refreshing a pivot table
- Formatting a pivot table
- Grouping dates in pivot tables
- Slicers & timelines
- Creating a pivot chart

Macros

- Recording a macro
- Running a macro
- Assigning the macro to a button
- Editing a macro
- Deleting a macro (& the button)