



Customised IT and Soft Skills training to suit your needs

Microsoft Excel Advanced

Course objectives

- Recapping Intermediate Functions
- Use Lookup, Informational and Text Functions
- Create Pivot Tables
- Use What-If Tools
- Sharing and Tracking Workbooks
- Record Basic Macros

Audience

This course is **aimed at experienced Excel users** who need to perform more complex functions, lists analysis, use What-If tools and who would like to start recording basic macros.

Prerequisite

You **must have sound Excel skills** and understand key concepts of spreadsheets, or **equivalent to our Intermediate** course level.

Duration

This is a **one-day Excel Advanced** Course. The course starts at **09:30** and runs until **16:30**.

Alternate timings can be arranged upon request. The course can be held on a **date that suits you**.

Location

Our **Microsoft Excel Advanced** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

MS Excel Advanced Course Outline

RECAP FUNCTIONS

IF Statements

Nested If

And, Or, Not

Combining IF, And & Or

SUMIF/S, COUNTIF/S, AVERAGEIF/S

LOOKUP, INFORMATION AND DATABASE FUNCTIONS

Match function

Index Function

Vertical Lookup (VLOOKUP)

ISTEXT, ISVALUE, ISDATE, ISNULL, ISERR, ISNA

IFERROR

OFFSET

DSUM, MIN, DMAX, DAVERAGE, DCOUNT and DCOUNTA

TEXT FUNCTIONS

LEFT, RIGHT, TRIM, PROPER, UPPER & LOWER Concatenate

DATE FUNCTIONS

TODAY()

NOW()

NETWORKDAYS

WEEKDAY

GENERAL ANALYSIS TOOLS

Scenarios

Custom Views

Goal Seek

Solver

Data Tables

One Input

Two Input

SUMMARISING DATA WITH PIVOT TABLES

Inserting calculated fields

Manipulating Fields

Changing Value Field Settings

Using Report Filter

Grouping Data containing Dates and Numbers

Formatting Pivot Table

Showing and Hiding the Grand Totals

Refreshing Data in Pivot Table

Changing the Scope of The Data source

Summarizing Values by Sum, Count, Average, Max, and Product

Show Values as % of Grand Total, % of Column Total, % of Row Total

Pivot Table Options

Using Slicers and Timeline for Effective Filtering

Pivot Chart

PROTECTING AND SHARING

Sharing a file

Applying Data validation rules

Inserting comments

Protecting cells, sheets, files

Password protecting a file

Password protecting a cell range

INTRODUCTION TO MACROS

Displaying the Developer Tab

Review and Purpose of Macros

Where to Save Macros

Absolute and relative record

Introduction to the Visual Basic For Applications window

Running macros: Assigning to Quick Access Toolbar, shapes, Pictures and keyboard shortcuts



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