Brochure of Advance Excel

COURSE OVERVIEW

This advanced course is aimed at learners who have a good grounding in Excel either from experience or from attending our Intermediate Microsoft Excel training course. If your job involves manipulating and analysing data in Excel, you will find this course very useful.

This advanced course focuses on the vast array of functionality of Microsoft Excel and will allow learners to enhance their skills. The course also goes into detail on how to normalise data and analyse it with Pivot Tables.

LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Import data into Excel, prepare it and set up pivot tables to analyse it

- Record macros and create icons on the toolbars to run them

- Understand how to locate errors in formulas and evaluate them

- Use analysis tools to forecast figures based on a range of scenarios

- Ensure important data is highlighted by summarising large workbooks and sorting data into key elements

Below you will find a proposed course outline detailing all the topics covered on the training programme.

TOPIC 1: WORKING WITH MULTIPLE SHEETS

- Opening a second workbook

- Worksheet Linking; Update Links

- Linking Calculations and Using Paste Special

- Object Linking and Embedding

TOPIC 2: ADVANCED FUNCTIONS

- Data Tables and Goal Seeker

- Solver;

- IF, Nested IF;

- LOOKUP; HLOOKUP; VLOOKUP

- Text Functions; Date & Time Functions

TOPIC 3: ADVANCED FILTERS

- Data Consolidation;

- Pivot tables and charts

TOPIC 4: MACROS

- Simple Macro editing with Visual Basic

- Creating and Running Macros and Assigning Macros to a toolbar

TOPIC 5: WORKING WITH SCENARIOS

- Creating and viewing scenarios

- Creating and editing templates