

Excel Advanced – 2 days



Course Objectives

Learn to use the advanced features of Excel to their full extent. By the end of this course, students will be able to report on data in a list using PivotTables, edit and analyse complex data using advanced features such as Scenarios, Goal Seek and Solver, incorporate built-in functions into a worksheet, work with controls and record macros.

Prerequisites

It is recommended that students have experience with the fundamental use and features of Microsoft Excel including the ability to:

- Create formulae and basic functions
- Use Absolute Cell references
- Edit data using formatting and layout techniques including Charting
- Work with database tools, including database filtering and functions

We recommend that you attend or check that you are familiar with all the topics in the Essentials and Intermediate Excel course before attending this course.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Microsoft Office Specialist Exams

Following the Excel Essentials and Excel Intermediate course and with practise you will be in a position to take the Microsoft Office Specialist Exam – **Excel Core**.

Following the Advanced Excel course and with practise you will be able to take the **Excel Expert** exam.

Review Exercise

Labels and Names

- Accepting Labels In Formulas
- Using Text Labels and Creating Labels
- Creating Names Using The Name Box
- Using Names To Select Cells
- Using Names In Formulas
- Creating Names Between Workbooks
- Creating Names For Constants
- Creating a List Of Names
- Changing and Deleting Names

Logical Functions

- Logical Function Concepts
- Using IF's
- Nesting an IF Function
- Using the AND Function
- Using the OR Function
- Using the NOT Function

Validations

- Data Validation By Number Range
- Input Messages
- Creating Error Alerts
- Creating Drop-Down Lists
- Using Formulas as Validation Criteria
- Creating Custom Validation Criteria
- Number Formats With Built-in Logic
- Copying Data Validation Settings

Lookup Functions

- The CHOOSE Function
- The ISERROR Function
- The VLOOKUP Function
- Using VLOOKUP For Exact Matches
- The INDEX Function
- Using the HLOOKUP Function

Summarising Data

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter

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Outlining

- Creating an Automatic Outline
- Working with an Outline
- Creating a Manual Outline

PivotTables

- Creating a Simple PivotTable
- Adding a Row Field to a PivotTable
- Using the Page Field in a PivotTable
- Filtering Row and Column Values
- Formatting a PivotTable
- Counting with PivotTables
- PivotTable Display Options
- Show Data as Percentages
- Calculated Fields in PivotTables
- Creating and Modifying a PivotChart
- Refreshing a PivotTable

Consolidation

- Consolidating Data - Identical Layouts
- Consolidating Data - Different Layouts
- Consolidating Data Using A PivotTable
- Consolidating Data - 3D Sum Functions

Sharing Workbooks

- Sharing a Workbook
- Working with a Shared Workbook
- Checking and Removing Sharing
- Tracking Changes
- Accepting or Rejecting Changes

Custom Views

- Adding a Custom View
- Creating a Specialised View
- Modifying Custom Views
- Deleting Custom Views

Scenarios

- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report
- Merging Scenarios

Goal Seeking

- Goal Seek Components
- Using Goal Seeking

Data Tables

- Using a Simple What-If Model
- Creating a One-Variable Table
- Using One-Variable Data Tables
- Creating a Two-Variable Data Table

Solver

- Installing Solver
- Solver Theory
- Using Solver for a Simple Problem
- Solver Reports
- Restricting Answers Using Solver Options

Importing & Exporting

- Text File Formats
- Importing Tab-Delimited Text
- Exporting To Microsoft Word
- Linking Data into Word
- Exporting Data as Text
- Importing Comma-Delimited Text
- Importing Space-Delimited Text

Controls

- Types of Controls
- Adding a Combo Box Control
- Changing Control Properties
- Using the Cell Link
- List Box, Scroll Bar and Spinner Controls
- Adding Option Button & Group Box Controls
- Adding a Check Box Control
- Protecting a Workbook With Controls

Recorded Macros

- Setting Macro Security Levels
- Recording a Simple Macro
- Running a Recorded Macro
- Viewing and Modifying Macro Module
- Assigning a Macro to a Toolbar Button
- Running a Macro from a Custom Button

Extra Features

- Creating Custom Formats
- Saving as a Template
- Saving as an XML File
- Understanding Excel Preferences

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