Excel Advanced

Course Duration

1 Day

Objectives & Expected Outcomes

Work with complex nested functions

Consolidate, import and export data successfully

Use auditing and validation tools to identify, correct and prevent errors and determine data dependencies

Achieve advanced data management using advanced filtering, queries and outlines

Summarise and analyse data using PivotTables and PivotCharts, the Goal Seek and Solver tools and by building data scenarios

Protect and share files

Record and execute simple macros

Pre-Requisites

To have attended the Intermediate course or gained similar knowledge in the workplace; specifically, the delegate should be familiar with formulae and functions, be able to work with large amounts of data and with multiple worksheets and workbooks.

Subjects

Working With Advanced Functions

Using nested functions | Using advanced logical functions | Using advanced lookup functions

Working With External Data

The Consolidate tool | Using Paste Special | Importing and exporting data | Converting text files to a manageable format | Using hyperlinks

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Data Management

Using the Advanced Filter tool | Summarizing data using Sub-Totals | Summarising data using Outlines | Summarising data using database functions | Querying a database Connecting to external data sources

Pivottables And Pivotcharts

Creating a PivotTable | Using a PivotTable to analyse data | Modifying the data source for a PivotTable | Changing PivotTable formats and options | Adding calculated fields to a PivotTable | Creating and using a PivotChart report | Stand-alone PivotCharts | Using Slicers | Timeline | Drilling | Power View

Using Analysis Tools

Using Goal Seek | Data Tables | Installing Add-Ins | Using Solver | Creating Scenarios | Creating Scenario summary reports | Merging Scenarios

Reviewing And Sharing Workbooks

Applying worksheet and workbook protection | Using passwords | Adding, editing and reviewing worksheet comments | Sharing a workbook | Tracking changes | Resolving conflicts in a shared workbook | Merging workbooks

Using Macros

Recording a macro | Using relative and absolute references with macros | Options for running a macro | Creating global macros | Understanding macro security

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