

MICROSOFT EXCEL ADVANCED

BENEFIT:

This course is designed for those who wish to understand how to analyse and present their data more efficiently as well as create spreadsheets over multiple sheets for others to use.

OBJECTIVES:

On completion of this course, attendees will be able to use data validation and protection. Delegates will be able to build templates over multiple sheets and check for inaccuracies by using formula auditing tools. They will be able to create a variety of advanced statistical, logical and lookup functions; analyse data with PivotTables; use data tools and apply worksheet/workbook protection

PRE-REQUISITES:

Attendees should have attended our Excel Intermediate course or have equivalent knowledge.

COURSE OUTLINE

Review of Excel Essentials

- Absolute Cell References (use of the \$ in formulas)

Data Validation

- Types of validation
- Number / List / Date
- Customising a validation input message and error alert
- Removing data validation
- Setup rules for data entry
- Display help and error messages

Protection

- Applying workbook & cell protection
- Password protect a file

Statistical Functions

- Count, Round, Time and Date functions

Logical Functions

- Single and nested IF statements
- Combining IF statements with 'And' and 'Or'

Lookup Functions

- VLookup
- HLookup

Formula Auditing

- Using worksheet auditing tools
- Tracing dependent and precedent cells
- Checking for errors & highlighting invalid data

Naming Cells and Ranges

- Define named cell ranges
- Edit and delete named ranges
- Use named ranges in formulae

Outline Features

- Use grouped worksheets
- Group & outline a worksheet
- Ungroup a worksheet

Analysing Data with PivotTables

- Create a PivotTable from an Excel list
- Add/Remove fields
- View data in more detail
- Refresh data/change data source
- Create and modify a Pivot Chart based on an existing PivotTable

LEARNING APPROACH: Class based/practical

LENGTH OF PROGRAMME: 6 HOURS