Microsoft Excel Advanced Course Outline

Duration:	1 Day
Benefit:	This course is designed for those who wish to understand how to analyse and present their data more efficiently as well as automate common tasks.
Objectives:	On completion of this course, attendees will be able to create a variety of functions, present their data using PivotTables, analyse workbooks and data and record macros.
Pre-requisites:	Attendees should have attended our Excel Intermediate course or have equivalent knowledge.
Version:	Training is available on all versions of Excel.

Review of Excel Skills

- Constructing formulae
- Using functions
- Absolute and relative cell referencing
- Naming ranges

Automating Worksheets

- Creating and editing templates
- Using data validation
- Applying workbook & cell protection

Further Functions

- Nested IF functions
- Using AND OR operators
- Lookup and Reference functions
- Text functions
- Math and Trig functions
- Financial functions

Summarising Worksheets

- Group and outline a worksheet
- Hiding and displaying outlines

Pivot Tables

- Creating and modifying Pivot Tables
- Refreshing the data
- Grouping data within a Pivot Table

Data Management

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

Macros

- Recording simple Macros
- Running and editing Macros
- Assigning Macros to the keyboard, toolbar buttons and menus

If time permits:

Analysis Tools

- Using the Goalseek tool
- Creating 'What If' scenarios
- Creating Data Tables