



Microsoft Excel - Advanced

Course Aim

By the end of the course participants will have a good overview of Excel's Formulas, Functions, PivotTables and PivotCharts in order to create comprehensive reports from databases.

Course Prerequisites

Previous experience using Microsoft Excel at an Intermediate level is an essential prerequisite for this course.

Course Duration:

Full day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if you want copies of the work done during class.

Course Topics:

Names

- Naming cells
- Naming ranges
- Using Names in formulas and functions

Tables

- Creating Tables
- Table Components and Features
- Table Formatting
- Formulas and Functions in Tables
- Naming Tables and using Table names in Formulas and Functions

Advanced Functions

- Function Structure
- IF function
- AND / OR functions
- Nested functions
- VLOOKUP function
- IS functions

Data Management

- Advanced Sorting & Filtering
- SUBTOTAL function
- Subtotals Feature

PivotTables

- Constructing PivotTables
- Data fields
- Filtering
- Hiding and showing field details
- Creating data groups
- Displaying Source Data
- PivotTable Options
- Formatting PivotTables
- Comparative Calculations
- Calculated fields
- Data Consolidation with PivotTables

PivotCharts

- Creating a PivotChart
- Reorganising Chart Fields
- Filtering Chart Fields

Basic Macros

- Recording Macros
- Running Macros
- Assigning Macros to Worksheet Objects
- Customising the Ribbon