



Excel - Advanced Lvl 2: Functions & Analyzing Data

Course Aim

By the end of the course participants will:

- have a good overview of Excel's more Advanced Formulas and Functions for complex calculations.
- use Lookup functions to find and return information from databases
- use Arrays to build complex multi-reference formulas and functions
- use Excel's forecasting tools to perform What-If-Analysis.
- use PivotTables and PivotCharts in order to create comprehensive reports from databases.
- use Power Query to import and clean data
- use Power Pivot to manage large databases and lookup tables

Course Prerequisites

Previous experience using Microsoft Excel at an Advanced 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:

Advanced Functions

- INDIRECT References
- ROUNDING functions (ROUND, ROUNDUP / DOWN, MROUND, TRUNC)
- IF functions (IF, IFS, IFERROR, IFNA)
- AND / OR functions
- IS functions

Lookups

- LOOKUP, VLOOKUP, HLOOKUP
- XLOOKUP (Office 365 - 2019 onwards)
- INDEX & MATCH
- COLUMN(S) & ROW(S)
- CHOOSE

Arrays

- Array Formulas
- Array Functions
- Implicit Intersections
- Dynamic Arrays and Spilled Ranges (Office 365 - 2019 onwards)

Forecasting

- Scenarios
- Goal Seek
- Data Tables
- Forecast Sheet

Advanced PivotTables

- Data Consolidation with PivotTables
- Custom PivotCharts
- Dashboards
- Using Slicers

Power Query

- Import Data
- Clean Imported Data
- Split, Create and Delete Columns
- Query Applied Steps
- Merge and Append Data
- Update or Modify linked files

Power Pivot

- Activate Power Pivot
- Understand Power Pivot
- Import data into Power Pivot

Data Model

- DAX Functions
- Create Relationships between Data
- Create a PivotTable from the Data Model