

Microsoft Excel Advanced

One Day

A hands-on instructor-led Microsoft Excel training course helping people based in Scotland upskill from an already good intermediate existing knowledge of Excel to be more expert. The course allows delegates to return to work with a confidence that they can achieve tasks which require an advanced knowledge of spreadsheets usage. This ability is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

Course Aims

All Excel training courses aim to increase each participant's overall ability and confidence in using Excel features that can be directly applied to their work. The aim on this third level of Excel training is for delegates to be more deeply familiar with some of the more advanced functions of Excel. Training therefore covers:

- Using advanced formulas to present defined information and allow relevant calculations
- Work with lists and collaborate and also allow for other people's Excel usage
- Analyse data and summarise relevant and pertinent information using Pivot Tables
- Automate repetitive tasks using Macros, plus import and export to and from Excel

Course Content

Consolidating Data

- Consolidate data in different workbooks

Advanced List Management

- Subtotals
- Data Validation
- Database Functions

Analysing Data

- Goal Seek
- Solver
- Scenarios
- Trendlines

Pivot Tables

- Creating a PivotTable
- Rearranging PivotTables
- Formatting PivotTables
- PivotCharts
- Create Slicers

Collaborating with Other Users

- Protect a Worksheet
- Protect Workbooks
- Set a Workbook password
- Share a Workbook
- Set Revision Tracking

Advanced Formulas

- Using Names
- Decision-making
- Nesting
- Financial functions
- Match and Index

Macros

- Record a Macro
- Run a Macro
- Attach a Macro to a button

Importing and Exporting data

- Importing data
- Exporting data