



Microsoft Excel Advanced Course Outline

Duration: One Day

Pre-requisites: Attendees should have attended or be familiar with our Excel Intermediate course.

Objectives: The main objective of this course is to introduce attendees to the advanced features of Excel. Attendees will be able to utilise their newly acquired skills to automate and organise spreadsheets.

Automating Worksheets

- Creating and Editing Templates
- Applying Workbook & Cell Protection
- Applying Passwords to Workbooks

Logical & Lookup Functions

- IF, AND, OR Functions
- Nested IF Functions
- HLOOKUP and VLOOKUP

Further Database Tasks

- Auto and Custom Filters
- Automatic Subtotals
- Database Functions: DCOUNT, DMAX, DMIN, DSUM

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
- Formatting a Pivot Table

Data Management

- Using Worksheet Auditing Tools
- Tracing Dependent and Precedent Cells
- Checking For Errors & Highlighting Invalid Data
- Data Entry Validation

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