

Microsoft Excel Advanced

Duration: 1 Day of Training

Course Description

This course builds on the foundational and intermediate knowledge presented in the Microsoft Excel Introduction and Intermediate courses to help you get the most of your Excel experience.

The ability to collaborate with colleagues, automate repetitive tasks, and use conditional logic to construct and apply complex formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organisation generates.

This course is suitable for anybody wanting to learn 2016, 2013, 2010 or 2007, as it cover all the aspects and differences between the versions.

Target Students

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyse worksheet data, incorporate multiple data sources, and import and export data.

Prerequisites

Before taking this course, students are recommended to take the following courses, or have equivalent knowledge:

- Microsoft Excel Introduction
- Microsoft Excel Intermediate

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Objectives

Upon successful completion of this course, students will be able to:

- Work with multiple worksheets and workbooks simultaneously.
- Share and protect workbooks.
- Automate workbook functionality.
- Apply conditional logic.
- Audit worksheets.
- Use automated analysis tools.
- Present your data visually.

Course Content

Lesson 1: Working with Multiple Worksheets and Workbooks Simultaneously

Topic A: Use 3-D References

Topic B: Use Links and External References

Topic C: Consolidate Data

Lesson 2: Sharing and Protecting Workbooks

Topic A: Collaborate on a Workbook

Topic B: Protect Worksheets and Workbooks

Lesson 3: Automating Workbook Functionality

Topic A: Apply Data Validation

Topic B: Work with Forms and Controls

Topic C: Work with Macros

Lesson 4: Applying Conditional Logic

Topic A: Use Lookup Functions

Topic B: Combine Functions

Topic C: Use Formulas and Functions to Apply Conditional Formatting

Lesson 5: Auditing Worksheets

Topic A: Trace Cells

Topic B: Search for Invalid Data and Formulas with Errors

Topic C: Watch and Evaluate Formulas

Lesson 6: Using Automated Analysis Tools

Topic A: Determine Potential Outcomes Using Data Tables

Topic B: Determine Potential Outcomes Using Scenarios

Topic C: Use the Goal Seek Feature

Topic D: Activate and Use the Solver Tool

Topic E: Analyse Data with Analysis ToolPak Tools

Lesson 7: Presenting Your Data Visually

Topic A: Use Advanced Chart Features

Topic B: Create Sparklines

Infero Training Ltd reserves the right to improve the specification and format of its courses for the benefit of its customers without notice to the customer.