

Microsoft Excel Advanced Plus

Duration: 1 Day of Training

Course Description

You will use the advanced features of Microsoft Office Excel to attain proficiency as an Excel power user.

Target Students

This course is designed for advanced Microsoft Office Excel professionals who may work or be interested in the domain of finance, statistics, project analysis, and market analysis including the fields of micro- and macro-economics.

Prerequisites

Excel knowledge, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data is required. You should also know how to write and edit simple formulas. Students are also recommended to take the following courses, or have equivalent knowledge:

- Microsoft Excel Introduction
- Microsoft Excel Intermediate
- Microsoft Excel Advanced

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:

- Manipulate data using statistical and lookup functions.
- Analyse data using the data analysis tools in Microsoft Excel.
- Make investment decisions using the financial functions in Excel.
- Examine data using math functions in Excel.
- Manipulate data using text and information functions in Excel.
- Create templates and work with Excel's advanced chart options.
- Manage data in Excel workbooks.

Course Content

Lesson 1: Manipulating Data Using Statistical and Lookup Functions

- Topic 1A: Forecast GDP Using Statistical Functions
- Topic 1B: Evaluate Sales Data Using Statistical Functions
- Topic 1C: Analyse Stock Data Using Statistical Functions
- Topic 1D: Mine Data Using the Lookup and Reference Functions

Lesson 2: Analysing Data Using Data Analysis Tools

- Topic 2A: Analyse Sales Data Using Descriptive Statistics
- Topic 2B: Analyse Time Series Data Using Exponential Smoothing
- Topic 2C: Analyse Data Using Regression
- Topic 2D: Identify the Beta Value of a Security
- Topic 2E: Analyse Sector Data Using Correlation and Covariance Matrices
- Topic 2F: Optimize a Stock Portfolio Using Solver

Lesson 3: Working with Data Using Financial Functions

- Topic 3A: Develop an Investment Schedule Using Financial Functions
- Topic 3B: Make Investment Decisions Using Financial Functions

Lesson 4: Examining Data Using Math Functions

- Topic 4A: Analyse Sales Data Using Math Functions
- Topic 4B: Calculate Stock Returns Using Math Functions
- Topic 4C: Aggregate GDP Data Using Math Functions

Lesson 5: Manipulating Data Using Text and Information Functions

- Topic 5A: Manipulate Data Using Text Functions
- Topic 5B: Validate Data Using Information Functions

Lesson 6: Working with Templates and Charts

Topic 6A: Create Advanced Templates

Topic 6B: Create Advanced Charts

Lesson 7: Managing Data in Workbooks

Topic 7A: Retrieve and Paste Data

Topic 7B: Clean Data in Workbooks

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