

Microsoft Excel Course - Advanced Level

This course builds off of the foundational and intermediate knowledge presented in the Excel : Beginner Level and Intermediate Level courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate 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.

About the Course

This Excel Advanced Course further develops the use of Microsoft Excel moving from less complex spreadsheet and data list functionality to more advanced workbook automation and productivity features. Students explore and learn advanced techniques in areas such as Workbook and Worksheet Consolidation, Data Validation, Lookup and Reference Functions, PivotTables, Linking, Solver, Macros and more.

Who should do this course?

This course is suitable for experienced Microsoft Excel users who want to further their knowledge and skills, moving up from creating and working with more regular workbook content. On completing the Excel Advanced course, students should be able to use advanced data analysis tools, automate workbook operations and used advanced functions.

Prerequisites

Attendees should have done the Excel Beginner & Intermediate courses before attending this course, or have equivalent skills.

Outcomes

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

- Use a range of lookup and reference functions
- Modify Excel options. Use a range of formula techniques
- Protect data in worksheets and workbooks
- Summarise data using subtotals and relative range naming
- Use data linking to create more efficient workbooks
- Use the Data Consolidation feature to combine data from several workbooks
- Understand and create simple PivotTables. Construct and operate PivotTables
- Use goal seeking to determine the values required to each a desired result
- Group cells and use outlines to manipulate the worksheet
- Use Solver to solve more complex and intricate problems
- Create recorded macros in Excel
- Use the macro recorder to create a variety of macros

MICROSOFT EXCEL (ADVANCED) COURSE CONTENT

Multiple Worksheets and Workbooks

- Use 3-D References
- Use Links and External References
- Consolidate Data

Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

Automating Workbook Functionality

- Apply Data Validation
- Work with Forms and Controls
- Work with Macros

Applying Conditional Logic

- Use Lookup Functions
- Combine Functions
- Use Formulas and Functions to Apply Conditional Formatting

Auditing Worksheets

- Trace Cells
- Search for Invalid Data and Formulas with Errors
- Watch and Evaluate Formulas

Using Automated Analysis Tools

- Determine Potential Outcomes by Using Data Tables
- Determine Potential Outcomes by Using Scenarios
- Use the Goal Seek Feature
- Activate and Use the Solver Tool
- Analyse Data with Analysis ToolPak Tools

Presenting Your Data Visually

- Use Advanced Chart Features
- Create Sparklines

Duration: 1 day

Class size:

- ✓ 8 students max
- ✓ Or : One on One training

Times: 9:00am - 4:00pm

Where : In your home or Office or Coffee Shop

Course Inclusions :

- ✓ Comprehensive learning materials
- ✓ 12 months FREE email support
- ✓ 'Certificate of Attendance' on completion of course
- ✓ Morning & afternoon tea