

## Microsoft Excel - Advanced (1 day)

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### Course Aim

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This comprehensive course takes users to a whole new level in using Excel.

This course is customised to cover the most useful advanced features Excel has to offer.

By the end of the course participants will have a good overview of the available tools in Excel in order to create comprehensive reports from databases.

Users will learn some of the commonly used functions and nest them together to create powerful formulas to evaluate data.

### Course Prerequisites

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Previous experience using Microsoft Excel at an intermediate level is an essential prerequisite for this course.

### Course Duration:

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One day: 9:00am - 4:30pm

### Inclusions:

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Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

### What to Bring:

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- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

### Course Topics:

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#### Names

- Naming cells
- Naming ranges
- Using Names in formulas and functions

#### Advanced Functions

- Function Structure
- IF function
- AND / OR functions
- Nested functions
- VLOOKUP function
- IS function
- CONCATENATE function

#### Conditional Formatting

#### Sorting and Filtering

- Advanced Filter
- SUBTOTAL function

#### PivotTables

- Constructing PivotTables
- Data fields
- Hiding and showing field options
- Creating data groups
- Formatting PivotTables
- Comparative calculations
- Calculated fields
- Data Consolidation with PivotTables
- PivotCharts

#### Basic Macros

- Recording Macros
- Running Macros
- Assigning Macros to worksheet objects
- Creating custom toolbars
- Assigning Macros to custom toolbar buttons and menus.