

# EXCEL ADVANCED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Naming Cells & Ranges ★

- ▶ Creating Named Ranges
- ▶ Using Names in Formulas
- ▶ Editing & Deleting Named Cells & Ranges

## Powerful Formulae & Functions

- ▶ Statistical Functions (COUNTIF & SUMIF)
- ▶ Logical Functions (IF, IFERROR, AND & OR)
- ▶ Lookup & Reference Functions (VLOOKUP, HLOOKUP, INDEX & MATCH)
- ▶ Date Calculations & Functions
- ▶ Math & Trig Functions (ROUND & INT)
- ▶ Text Functions

## Formula Auditing ★

- ▶ Tracing Dependents & Precedents
- ▶ Formula Error Checking
- ▶ Formula Evaluation Techniques

## Protection ★

- ▶ Protecting Files
- ▶ Protecting Worksheets
- ▶ Protecting Cells

## 'What-If' Analysis & Forecast Sheets ★

- ▶ Creating & Editing Scenarios
- ▶ Scenario Summary Reports
- ▶ Data Tables
- ▶ Goal Seek & Solver
- ▶ Predicting Values with Forecast Sheet

## Data Validation

- ▶ Validating Text, Values, Dates & Lists
- ▶ Validation Input Messages
- ▶ Error Message Alerts
- ▶ Locating Invalid Data

## Analyse Data with Pivot Tables

- ▶ Creating a Pivot Table
- ▶ Drilling Down on Pivot Data ★
- ▶ Sorting, Grouping & Filtering Pivot Data
- ▶ Filter & Timeline Slicers ★
- ▶ Summary Values & Calculations
- ▶ Formatting Pivot Tables ★
- ▶ Pivot Chart Reports ★

## Automating Spreadsheets with Macros ★

- ▶ Recording & Running Macros
- ▶ Deleting a Macro
- ▶ Editing Macros
- ▶ Macro Virus Protection

## Course Duration: 2 Days

**Price Per Delegate: £395**  
(Public Scheduled Course)

**Price Per Course: £1,295**  
(On-Site at Customer Premises)

## Suitable For:

Delegates who need to exploit the full potential of Excel to build powerful spreadsheets, including a wide array of formulae and functions and who also need to use Excel modelling tools to report on results.

## Learning Outcomes:

By the end of the course delegates will be able to create sophisticated spreadsheets, which include complex functions. They will be able to utilise analysis tools to summarise and extract data, use pivot tables, scenarios, and auditing tools. The use of macros will facilitate the automation of tasks.

## Prerequisite Skills:

Delegates attending this course should have a thorough grounding in building multiple sheet workbooks which include formulas & functions, such as Sum and simple IF's. They should also be able to create charts and use filter and sorting options.

★ Feature not supported in Excel online