

MS Excel–1 day

Advanced

Prerequisites

In order to successfully master Excel Advanced, Excel Beginners & Intermediate must have been completed.

The user must be confident with at least 80% of the course material from the Intermediate course.

Format Worksheets

- Format Values
- Custom Formats

Formulas and Auditing Worksheets

- Formula Linking Across Workbooks
- Using Range Names
- Trace Cell Precedents
- Trace Cell Dependents
- Group & Outline Data

Advanced Data Management

- Use the IF Function
- Nest IF Functions
- Combine Logical Functions
- Use Hlookup
- Use Vlookup
- PMT Function

Data Analysis

- Use Goal Seek
- Solver
- Scenario Manager

Pivot Tables

- Create a Pivot Table
- Format the Pivot Data
- Set Calculation Options
- Add/Remove Fields
- Create a Report Filter
- Refresh Data
- Group Data
- Create a Pivot Chart

Importing & Exporting data

- Import & Export Data
- Importing Data
- Querying an Access Database

Macros

- Recording a Macro
- Edit a Macro
- Create a Macro Button
- Create a Custom Toolbar
- Create a Custom Toolbar Button
- Customise Existing Toolbars

Workgroup Functions

- Sharing Workbooks
- Resolving Conflicts with a Shared Workbook
- Track Changes
- Accept or Reject Changes