

Microsoft Excel - Advanced

Duration 1 day

Pre Requisites

Delegates should first attend the Microsoft Excel Introductory and Intermediate courses or have attained a similar level of expertise.

Objectives

By the end of this one day course delegates will feel confident in their ability to use the more advanced features of Excel including lookup tables, advanced formulae, templates, working with lists and macros

Versions Available

97
2000
XP
2003

Further Learning

Excel VBA
Excellence in Presenting Data

Course Content

- **More Formulae**
 - Summing Conditionally
 - Lookup Tables
 - Using the ISNA function
 - Text Functions
- **Views and Reports**
 - Outlining a Worksheet
 - Creating Worksheet Views
 - Printing Reports
- **Controlling Data Input**
 - Data Validation
 - Creating Templates
 - Conditional Formatting
 - Auditing a Worksheet
- **Templates & Sharing**
 - Adding a Comment
 - Tracking Changes
 - Sharing Workbooks
- **Working with Lists**
 - Using the Data form
 - Entering Subtotals
 - Advanced Filtering
 - Creating PivotTables
 - Formatting the Pivot Table
 - Creating a PivotChart
- **Customisation**
 - Editing an Existing Toolbar
 - Creating a New Toolbar
 - Recording a Macro
 - Running a Macro