MICROSOFT EXCEL
Advanced

THE TRAINING HOUSE
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SUITABLE FOR Delegates who wish to be able to use the advanced features of Microsoft Excel effectively.

AIM OF THE COURSE To introduce the advanced features of Microsoft Excel and provide an opportunity to practice working with those features.

COURSE CONTENT

- Working on Several Spreadsheets Simultaneously - The Shortcuts
- Using the Consolidation Feature to Create Formula Between Worksheets and Workbooks (Files)
- "If" Statements (Basic, Nesting, "And" and "Or")
- Sorting Lists
- "Lookup" Tables
- Excel Tables
- Data Validation
- Range Names
- Using The Outliner To Expand & Collapse Parts of Large Spreadsheets
- Using Pivot Tables & Pivot Charts to Analyse Lists of Data
- Amending the Quick Access Bar
- Creating & Amending the Ribbon Bar
- Using Goal Seek & Scenario Manager to Set-up "What If" Situations
- Use Analysis Formulae (DMIN, DMAX, DAVERAGE etc)
- Cell Comments
- Spreadsheet Security
- Creating & Editing Macros
- Filtering & Advanced Filtering
- Creating Sub Totals of Data
- Creating Templates
- Custom Views
- More Useful Formulas

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 3 days
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.