

Excel Advanced

Target Audience

This one day course is aimed at experienced users of Excel. This course will build on the skills acquired on the intermediate course and provide an in-depth knowledge of the software.

Course Details

This is a structured one day course with expert tuition, demonstrations and hands on practice. A training manual or reference guide and appropriate exercises are provided.

Course Objectives

- Use Excel's tools to solve what if problems
- Produce complex spreadsheets in Excel
- Gain experience of recording and running macros to automate your work

Course Content

- Brief revision of intermediate topics.
- Advanced Functions and Formulae; including, VLOOKUP, HLOOKUP, Nesting functions i.e If and functions for interrogating database lists on a worksheet.
- Using Excel's forecasting tools to predict trends and analyse data.
- Creating an Outline to summarise data on large worksheets
- Linking workbooks and using data consolidation to link data
- Data validation, drop down lists etc.
- Linking files and data exchange with other programs.
- Creating customised Menus and Toolbars.
- Recording macros to automate frequently performed tasks.
- Working collaboratively, sharing workbooks and tracking changes.
- Using auditing to troubleshoot workbooks.
- Hyperlinks, templates and more ...