

Microsoft Excel Training

Advanced



Course Objectives

- Use Advanced Excel functions such as IF and VLOOKUP to reduce the chance of data error
- Sort and Filter large amounts of data quickly
- Use PivotTables to summarise large amounts of data in lists or tables to spot comparisons or trends such as monthly sales figures
- Use Goal Seek to analyse data efficiently
- Record and edit macros to automate repetitive tasks such as formatting, sorting lists or adding subtotals
- Assign macros to toolbar buttons and menus to make access more convenient

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

Intermediate to Microsoft Excel or have a very good working knowledge of Microsoft Excel.

Course Outline

Rules for Creating a Database

- Elements of a Database
- Create an Excel Database
- Do's
- Don'ts
- Modifying the Database Structure

Database Tools

- Sorting
- Filtering in Excel
- Calculations for Filtered Lists

Calculating your Data

- Subtotals
- Pivot Tables
- Other Features of PivotTables

Advanced Functions

- What is a function
- Function Syntax
- Paste Function Dialog Box
- Date and Time Functions
- Text Functions
- Math & Trig
- Financial Functions
- Logical Functions
- IS Functions
- Vlookup Functions
- Hookup Functions

Goal Seek

- Identify uses for goal seek
- How to Use Goal Seek

Macros

- Identify uses for Macros
- Record a Macro
- Run a Macro
- View the Macro in the Visual Basic Editor