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Microsoft Excel Advanced Course Outline

Duration: 1 Day

Benefit: This course is designed for those who wish to understand how to analyse and present their data more efficiently as well as automate common tasks.

Objectives: On completion of this course, attendees will be able to create a variety of functions, present their data using PivotTables, analyse workbooks and data and record macros.

Pre-requisites: Attendees should have attended our Excel Intermediate course or have equivalent knowledge.

- **Styles and Templates**
  - Applying, creating and modifying cell styles
  - Creating, saving and modifying templates
- **Protection**
  - Applying workbook & cell protection
  - Password protect a file
- **Database Features**
  - Automatic Subtotals
  - Creating and modifying Pivot Tables
  - Group and Outline a worksheet
- **Functions**
  - The IF function
  - Using AND OR operators
  - VLookup and HLookup functions
  - Text functions
- **Data Management**
  - Data entry validation
  - Using worksheet auditing tools
  - Tracing dependent and precedent cells
  - Checking for errors & highlighting invalid data
- **Macros**
  - Recording simple Macros
  - Running and editing Macros
  - Assigning Macros to the keyboard and toolbar buttons

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