



Microsoft Excel Advanced

Format: One Day:
Max Capacity 6

This course has been developed for people who want to further their knowledge of Excel to an advanced level. It is recommended that the student has a good knowledge of Excel, i.e. have attended an intermediate course.

Course Content

Auditing Data	Timelines, Slicers, Drilling Down
Auditing tools	Field, items and sets
Error values	Dashboard
Removing trace arrows	Protecting Sheets
Automatic error checking	Using Comments
Checking for errors	Conditional Formatting -= formula
Watch window	Advanced Functions
Evaluate formula	IF/NestedIF/AND/OR
Rounding values	Dynamic Named Ranges
Validating data	H Lookups
Customising Formats	V or H Lookups with Sum product
Conditional Formats with formula	Working with arrays
Text and Date Functions	Indirect
Using Multiple Workbooks	Index and Match
Linking workbooks	If Error
Saving a workspace	Iifs (for newer versions)
Named Ranges	XLookUp (for newer versions)
Creating and deleting range names	Macros
Working With Databases	Recording a macro
Groups and outlines	Running a macro
Pivot tables	Assigning a macro to the quick access toolbar
	Macro Module