



COURSE OUTLINE

Course Name: Advanced Microsoft Excel

Target Audience: Staff who are already very familiar and experienced with using Excel and now require the advanced level.

Duration: 2 Days

Prerequisites: Students enrolling in this course need to be very knowledgeable, experienced and comfortable working with Excel and have previously completed formal Introduction / Intermediate level Excel training.

Course Goals:

The goal of this course is to equip participants with a knowledge of advanced level Excel functionality.

Participants will develop an understanding and ability to use look up functions, pivot tables and manage macros commands: concepts; planning; operations; execution; modifications and interruptions.

The course will include participative and practical elements.

Learning Objectives and Outcomes:

Upon successful completion of this course, students will be able to:

- ✓ Use nested functions
- ✓ Use lookup functions
- ✓ Use text functions
- ✓ Use financial functions
- ✓ Use pivot tables
- ✓ Use consolidate
- ✓ Link workbooks
- ✓ Use what-if tools
- ✓ Manage macros commands

Course Content:

<p>Logical Functions</p> <ul style="list-style-type: none">• Nested IFs• AND / OR <p>Lookup Functions</p> <ul style="list-style-type: none">• VLOOKUP• HLOOKUP• IFERROR <p>Date Functions</p> <ul style="list-style-type: none">• Datedif• TODAY• Day• Month• Year• Networkdays• Workday• EDate• Whatif Tools• Goal Seek• Scenarios• Data Tables	<p>Text Functions</p> <ul style="list-style-type: none">• Concatenate• Upper• Lower• Proper• Replace• TRIM <p>Name Manager</p> <ul style="list-style-type: none">• Defining names• Using names within formula• Creating from selections <p>Pivot Tables</p> <ul style="list-style-type: none">• Creating pivot tables• Modifying data• Creating formula within pivot tables• Options• Using the slicer	<p>Workbook Options</p> <ul style="list-style-type: none">• Validation• Protect workbook• Protect ranges• Share workbook• Track changes• Link workbooks• Link worksheets Saving / updating workspace <p>Auditing</p> <ul style="list-style-type: none">• Tracing precedents• Tracing dependants• Adding comments <p>Macros</p> <ul style="list-style-type: none">• Recording macros• Running macros• Adding macros to the ribbon• Adding macros to tabs
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