

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