**Course Title: Microsoft Excel Advanced**

**Course Overview**: This Microsoft Excel Advanced training course is a 1 Day public programme, designed for candidates who would like to enhance their understanding and knowledge of Excel to an advanced level. It takes participants through the items listed in the course contents to a point where participants can use Microsoft Excel to advanced levels to increase efficiency in their everyday work.

**Duration:** 1 Day (09:30 – 16:30)

**Course Content: Microsoft Excel Advanced**

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| **Templates**  • Using templates.  • Creating Excel templates.  **Paste Special Options**  • Using Paste Special to add, subtract, multiply & divide.  • Using Paste Special ‘values’.  • Using Paste Special transpose option  **Pivot Tables.**  • Using a Pivot Table.  • Filtering and Sorting Data  • Grouping Data  • Creating and using a pivot table.  • Filtering and sorting data within a pivot table.  • Automatically grouping data in a pivot table and renaming groups.  • Manually grouping data in a pivot table and renaming groups.  **Input Tables**  • One-input data tables.  • Two-input data tables.  **Charts**  • Combined line and column charts.  • Adding a secondary axis to a chart.  • Adding a data series to a chart.  • Removing a data series from a chart.  • Re-positioning chart title.  • Re-positioning the chart legend.  • Moving and formatting chart data labels.  • Modifying chart axis scales.  • Formatting an axis to display using commas.  • Inserting images into chart columns.  • Inserting images to chart bars.  • Formatting the chart plot area using a picture.  • Formatting the chart area using a picture.  **Linking & Embedding**  • Linking data within a worksheet.  • Linking cells between worksheets  • Linking data between workbooks.  • Linking data from Excel to Word.  • Linking an Excel chart to Word.  • Updating, locking and breaking links.  **Statistical Functions**  • COUNT  • COUNTA  • COUNTIF  • COUNTBLANK  **Text Functions**  • LEFT  • RIGHT  • MID  • TRIM  • CONCATENATE  **Financial Functions**  • FV  • PV  • NPV  • RATE  • PMT  **Lookup Functions**  • VLOOKUP  • HLOOKUP | **Tracking and Reviewing Changes**  • Enabling or disabling the 'track changes' feature.  • Sharing, comparing and merging worksheets.  **Scenarios**  • Scenario Manager.  • Scenario summary reports.  Consolidate  **Validating**  • Data validation  • Customising a validation input message and error alert.  **Highlighting invalid data**  • Removing data validation.  **Auditing**  • Tracing precedent cells.  • Tracing dependent cells.  **Watch Window**  • Showing all formulas in a worksheet, rather than the resulting values.  • Inserting and viewing comments.  • Editing and deleting comments.  • Showing and hiding comments.  **Passwords & Security Issues**  • Password protecting a workbook.  • Removing password protection  • Password protecting cells and worksheets.  Locking Cells  • Hiding and un-hiding formulas.  **Logical Functions**  • IF.  • AND.  • OR.  **Mathematical Functions**  • SUMIF.  **Database Functions**  • DSUM  • DMIN  • DMAX  • DCOUNT  • DAVERAGE  **Data Connectors**  Automating repetitive data import from external sheets / data sources  **Macros**  • Using Macros  • Assigning a Macro to a Button on the Quick Access Toolbar  • Deleting Macros |