

Duration 1 day

Pre Requisites

Delegates should first attend the Microsoft Excel Intermediate course or have attained a similar level of expertise.

Objectives

By the end of this one day course delegates will feel confident in their ability to use the more advanced features of Excel including lookup tables, advanced formulae, what-if analysis, pivot tables and macros.

Other Versions Available

2003

2007

Further Learning

Excel VBA

Course Content

- **Advanced Functions**
Using SUMIF, AVERAGEIF & COUNTIF
Multiple conditions
Lookup Tables
Text Functions
- **Outlining and Views**
Outlining a Worksheet
Creating Custom Views
- **Controlling Data Input**
Data Validation
- **Advanced Filtering**
Text to Columns
Advanced Filtering
- **PivotTables**
Creating PivotTables
Formatting the Pivot Table
Using Slicers
Calculations in PivotTables
Grouping & Ungrouping
Creating a PivotChart
- **What-If Analysis**
Goal Seek
Data Tables
Scenarios
- **Macros**
Recording a Macro
Viewing Macros
Adding a Macro to the Ribbon
Assigning a Macro to an Object
Accessing the Developer Tab
Macro Security Settings