EXCEL ADVANCE (2 DAYS)

I 2024

TARGET AUDIENCE

This advanced Excel training course is designed specifically for spreadsheet users who are already proficient and looking to take their skills to an advanced level.

Students will use advanced techniques necessary to generate reports using pivot tables, Advance Functions, audit and analyze worksheet data, utilize data tools, and create and manage macros.

PREREQUISITES:

To ensure your success, we recommend that you have experience with intermediate level formulas and charting, Students can obtain this level of skill through our Intermediate course.

METHODOLOGY

This training is Instructor Led Training – interactive lectures which includes discussions and practical exercises.

COURSE CONTENT

MODULE 1: CONSOLIDATE AND MANAGE DATA   DAY 1 - 9AM - 11AM

- Consolidate Data
- Creating A 3-D Formula
- Manage Duplicates

MODULE 2: ADVANCE FILTER & DATA OUTLINING   DAY 1 - 11AM - 12PM

- Dynamic List/Table
- Advance filtering
- Outlining & Grouping Data
- Creating Subtotal

MODULE 3: WORKING WITH NAMES AND RANGES   DAY 1 - 12PM -1PM

- Creating Names Using Define Name Dialog Box
- Creating Name Using the Name Box
- Rules for Naming Names

MODULE 4: ADVANCE FUNCTIONS   DAY 1 - 2PM - 3PM

- Logical Functions
- Nested If Function
- Ifs (2019 and above)
- Vlookup & Hlookup Function
- XLookup (2021 and above)

MODULE 5: DATA VISUALISATION (2016 AND ABOVE ONLY)   DAY 1 - 3PM - 5PM

- Treemap & Sunburst Chart
- Waterfall Chart
- Funnel Chart
- Map Chart

MODULE 6: PIVOT TABLES & PIVOT CHARTS   DAY 2 - 9AM - 11AM

- Create a Pivot Table
- Modify Pivot Table Fields
- Slicers & Timeline
- Pivot Chart

MODULE 7: ANALYZING DATA **(ONLY FOR OFFICE 365)**   DAY 2 - 11AM - 12PM

- Stock Data Type
- Geography Data
- Ideas/Data Analysis

MODULE 8: WHAT IF ANALYSIS   DAY 2 - 12PM - 1PM

- Creating 1 input and 2 input Data Table
- Goal Seek
- Scenario Manager
- Forecast sheet (Excel 2016 onwards)

MODULE 9: AUDITING AND PROTECTING WORKSHEET   DAY 2 - 2PM - 3PM

- Tracing Formulas and Errors
- Error Checking
- Protecting Files and Worksheets

MODULE 10: MACRO BASICS   DAY 2 - 3PM - 5PM

- Recording and running of macros
- Assigning a Macro to a Button
- Deleting Macros.
- Saving Macros