

Microsoft Excel Advanced – Profile

This hands-on course is designed to further enhance the skill of experienced Excel users. Delegates will be introduced to the techniques associated with analysis and manipulation of data in spreadsheets, including pivot tables and database functions, recording macros and creating workgroup templates.

Pre-requisites

To fully benefit from this course, attendees are expected to be confident users of Excel and be familiar with the topics covered in the Excel Core and Proficient courses.

Who Would Benefit

Experienced users of Excel. Delegates who require to gain further knowledge of working with Excel to analyse and manipulate data.

Duration: One day

Objectives

On completion of the course, delegates will be able to:

- Analyse worksheet data using pivot tables
- Create templates for individual and group use
- Record simple macros
- Customise the Excel workspace
- Use more complex functions

Course size: Maximum 6 delegates

Course Content**More Functions**

Recap IF & Vlookup · Nested IF Function · Iserror Function · And & Or functions · Sumif & Countif functions · Dfunctions · Text Functions · Rounding Functions

Data Validation

Using Data Validation · Validating Data using a List · creating a Custom Error Message · Removing Data Validation · Creating/Removing Subtotals in a List

Working with Advanced Filters

Creating a Criteria Range · Using a Criteria Range · Showing All Records · Using Comparison Criteria · Using an Advanced And/Or Conditions · Extracting Filtered Records · Using Database Functions

Pivot Tables

Creating a PivotTable Report · Adding PivotTable Report Fields · Selecting a Page Field Item · Refreshing a PivotTable Report · Changing the Summary Function · Adding New Fields to a PivotTable Report · Moving PivotTable Report Fields · Hiding and Unhiding Items · Deleting PivotTable Report Fields · Creating a Page Field Report · Creating/Formatting a PivotTable Report · Creating Interactive PivotTables - Web · Adding Fields to a PivotTable - Browser

Using Custom Toolbars and Buttons

Creating a Custom Toolbar · Adding a Button to a Toolbar · Adding a Custom Button · Assigning a Macro to a Button · Changing a Button Image · Displaying Button Text and Images · Attaching/Deleting a Custom Toolbar

Using Conditional and Custom Formats

Applying/Changing Conditional Formats · Adding/Deleting a Conditional Format · Creating a Custom Format

Using Templates

Working with Templates · Saving a Workbook as a Template · Using a Template · Editing a Template · Inserting a New Worksheet · Deleting a Template · Creating Default Templates

Using Worksheet Protection

Unlocking Cells in a Worksheet · Protecting/Unprotecting a Worksheet · Protecting/Unprotecting Workbook Windows · Assigning a Password · Opening a Protected File · Removing a Password · Setting Manual/Automatic Calculation

Using the Report Manager

Working with the Report Manager · Using Sheets in a Report · Printing a Report ·

Recording Macros

Recording a Macro · Assigning a Shortcut Key · Using Relative References · Assigning/Deleting a Macro to a Menu · Deleting a Macro · Opening the Visual Basic Editor Window · Using the Visual Basic Editor Window

Editing Macros

Editing a Macro · Entering/Copying/Editing/Typing Macro Comments

Working with Views

Using Views · Creating a Normal/Custom View · Displaying/Deleting a View