

EXCEL ADVANCED

Introduction

This course is designed to take delegates through performing data analysis, using complex formulae building and logic, importing data from various sources and introducing them to recording macros for automation and basic editing of the code.

Who Should Attend?

It is recommended that participants should have attended or be familiar with the foundation and intermediate level subjects.

Course Content

- **Consolidate Basics**
 - Overview of Basic Excel Functions
 - Formulae and BODMAS rules
 - Creating a Conditional Format formula
 - Range Names overview
- **Data Validation**
 - Setup Rules for Data Entry
 - Display Help and Error Messages
 - Create Drop Down Menus
 - Dependant/Linked Combo boxes
- **Lookup Function**
 - Vlookup and Hlookup Functions
 - Index and Match Functions
 - Xlookup advantages (365)
- **If Statements**
 - Basic If Attributes
 - Nested If Statements
 - 'AND' and 'OR' Logic
 - IFS Function (365)
- **Protection and Passwords**
 - Protect Worksheet or Workbook
 - Selective Protection on sheet cells
- **Beyond Basic Functions**
 - Link Data between Workbooks & Sheets
 - Index() & Match()
 - Sumif(), Countif() Functions
 - Text Functions – Left(), Mid(), Len(), Upper(), Proper(), Lower()
- **Goal Seek**
 - Set Up Options
 - Implementing a Goal Seek
- **Importing Non-Excel Data**
 - De-limited Data
 - Fixed Length Data
 - Text to Columns
- **Tables**
 - Create, Modify and Format Tables
 - Apply Filters with Slicers
- **Building Formulas with Logic**
 - Concatenation
 - Nested functions with Find(), Len(), Rept()
- **Form Controls**
 - Overview Controls; Checkboxes, Scroll bars, Spin and Option buttons.
 - Implement restricted Data Entry
 - Automate Charts with Option Buttons
- **Introduction to Macros**
 - Automating Excel tasks with Macros
 - Recording a Macro
 - Understand Relative and Absolute Cells
 - Editing Macros with simple VBA knowledge
 - Assigning Macros to Buttons and shortcut keys

Duration: 1 Day Course

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