



Advanced Microsoft Excel

(Free manual provided in Adobe PDF format)

Course Objectives

At the end of the course participants will be able to:

- Use Advanced Excel functions such as IF and VLOOKUP to reduce the chance of data error
- Sort and Filter large amounts of data quickly
- Use PivotTables to summarise large amounts of data in lists or tables to spot comparisons or trends such as monthly sales figures
- Use Goal Seek to analyse data efficiently
- Record and edit macros to automate repetitive tasks such as formatting, sorting lists or adding subtotals
- Assign macros to toolbar buttons and menus to make access more convenient

Course Outline

Rules for Creating a Database

- Elements of a Database
- Create an Excel Database
- Do's
- Don't's
- Modifying the Database Structure

Database Tools

- Sorting
- Filtering in Excel
- Calculations for Filtered Lists

Calculating your Data

- Subtotals
- Pivot Tables
- Other Features of PivotTables

Advanced Functions

- What is a function
- Function Syntax
- Paste Function Dialog Box
- Date and Time Functions
- Text Functions
- Math & Trig
- Financial Functions
- Logical Functions
- Is Functions
- Lookup Functions

Goal Seek

- Identify uses for goal seek
- How to Use Goal Seek

Macros

- Identify uses for Macros
- Record a Macro
- Run a Macro
- View the Macro in the Visual Basic Editor

Pre-requisites

Intermediate Microsoft Excel or have a good understanding of Microsoft Excel.