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**silicon
beach**
TRAINING

Advanced Microsoft Excel

Duration: 1 day
Price: £225 + vat

Prerequisites

Delegates should understand the basic concepts of creating an Excel Spreadsheet.

Testimonials

"The Advanced Excel course was well paced so you learnt along the way and the course ran very smoothly"
**Dr Eric Rirsch -
Safeguard Europe**

This is an Advanced Microsoft Excel training course, that will provide you with an understanding of the most advanced features of MS Excel.

Microsoft Excel is a very powerful spreadsheet application designed to save you time and make easy work of calculating, displaying and sharing data.

Course Content

Absolute Cell Addressing

- (Recap) Using Absolute References

Naming Cells and Ranges

- Setting up Range Names
- Scoping a Range Name
- Using the Range Name Manager
- Using Names in Formulas

Data Consolidation

- Linking Worksheets with Formulas
- Linking Workbooks
- Viewing Links

Conditional Functions

- Introduction to If
- Using Nested If's
- Using SumIf and CountIf

Lookup Functions

- Using Vlookup
- Using Hlookup

Conditional Formatting

- Setting Up Conditional Formats
- Using In Built Formats

Data Validation

- Using the Data Validation feature
- Finding Invalid Data



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Related Courses

- Beginners Excel:** 1 day
- VBA for Excel:** 2 days
- Beginners Access:** 1 day
- Advanced Access:** 1 day

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Working with Data Lists

- Sorting
- Subtotals
- Filtering
- Removing Duplicates

Pivot Tables

- Creating a Pivot Table
- Modifying the Pivot Table
- Creating Charts from the Pivot Table

Outlining

- Grouping Columns and Rows
- Using Auto Outline

Themes

- Using Themes
- Creating your own Theme



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