

MS Excel Advanced

Price: £215 + vat

Duration: 1 Day

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

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

Course content:

Absolute Cell Addressing

- Using Absolute References

Naming Cells and Ranges

- Using the Create Method to Name Cells
- Using the Names Box to Name Cells
- Using Insert Name Define
- Working with Named Ranges

Data Consolidation

- Consolidating Data across Worksheets
- Consolidating Data across Workbooks

Conditional Functions

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

Lookup Functions

- Using Vlookup
- Using Hlookup

Data Validation

- Using the Data Validation feature
- Finding Invalid Data

Conditional Formatting

- Setting Up Conditional Formats
- Using Formulae in Conditional Formats
- Using Conditional Formats to find MIN and MAX

Working with Data Lists

- Sorting
- Subtotals
- Filtering

Pivot Tables

- Using the Pivot Table Wizard
- Modifying the Pivot Table

Data Tables

- Creating Data Tables
- One Way and Two Way Tables

Course Prerequisites:

- Delegates should understand the basics concepts of creating an Excel Spreadsheet.