

# Advanced Microsoft Excel

(1 day)

## Aim

This course introduces techniques for enhancing, customising and automating worksheets. It includes tasks such as advanced functions, pivot tables, macros, templates, Auditing and Analytical tools.

## Who should attend

Delegates who have attended the Introductory and Intermediate courses and have been using Excel extensively

## Course Content

### Advanced Functions

IF statements  
Text functions  
Date and time  
Look up tables  
Sub totals

### Templates

Creating  
Accessing  
Editing

### Databases

Creating  
Sorting  
Using Forms  
Using the Auto Filter  
Advanced filters

### Auditing a workbook

Checking data for errors  
Finding data precedents  
Finding formula dependants

### Pivot Tables

Creating Pivot tables  
Producing reports  
Manipulating query headings  
Grouping and ungrouping data fields

### Import and Export of data to other applications

Copy and paste  
Paste special  
Paste link

### Macros

Overview of macros/VBA  
Recording a macro  
Running macros  
Assigning macros to buttons  
Simple editing of macros

### Excel's Analytical tools (if required)

Goal seek  
Scenarios  
Solver  
2 & 1 way input tables