



Microsoft® Excel

Course Outline

Advanced Level

### Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

### Course aims and objectives

This course is designed to show delegates tools and techniques at the higher end of Excel's capabilities. It should provide them with new skills and an in-depth awareness of the advanced formulas and features that Excel has to offer, maximising its full potential.

### Who should attend?

1. Users who have previously attended an intermediate level course
2. Competent self-taught users who would like to increase their knowledge and skills
3. Advanced users who need refreshing on Excel's advanced formulas and features

### Prerequisites

Delegates attending this course must have previous practical experience using Excel and must be confident using fundamental formulas and formatting options.

### Course duration

1 day – Typically 9.30am to 4/4.30pm (We can be flexible with times to suit your needs)

### A selection of topics covered

A typical course at this level would include the following topics. If you require any specific topics not listed, we will be happy to tailor make a course to suit your needs.

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|--|---|
| ● Best practice for fundamental formulas | ● Goal seeking & absolute cell refs           |
| ● Advanced formulas and functions        | ● Advanced pivot tables                       |
| ● 3D spreadsheets - data consolidation   | ● Data validation & dropdown lists            |
| ● IF functions - Count IF - Sum IF       | ● Security & protecting files, sheets & cells |
| ● Nested - AND - OR - IF Statements      | ● Recording and using macros                  |
| ● Vlookup and Hlookup                    | ● Scenarios                                   |
| ● Formula auditing                       | ● Functions for text manipulation             |

### Benefits to the individual and organisation

- ✓ Use Excel at the highest level to store, manipulate, calculate and present data
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Improve standards of presentation to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again