

EXCEL COURSES



ADVANCED FEATURES

Level:

For advanced levels

Prerequisites:

Excel – The Basics and Core Knowledge; knowledge of basic formulas and functions as well as absolute cell references, understanding of database basics.

Audience:

Most suitable for advanced users of Excel who need to have a full understanding of functions, create forms and templates, perform data simulation and collaborate with others.

Aim:

of this course is to provide students with a full understanding of functions, how they can be nested into each other in order to manipulate data. The student will also discover how to share a workbook with colleagues, automate some tasks by using forms, templates and macros. Also learn how to merge data from different tables into one; display columns and rows to only show the information required, and finally how to create scenarios.

Overview:

Module 1: Advanced Functions

- Lookup, Index and Match
- Or, TRUE, FALSE
- Nesting functions
- Creating criteria ranges
- Using text functions
- Discovering which other functions are available
- Tracing precedents/dependents
- Evaluating formulas
- Database functions

Module 2: Auditing Worksheets

- Trace Cells
- Troubleshoot invalid data and formulas errors
- Watch and evaluate formulas

Module 3: Summarising Data

- Outlines
- Consolidating Data

Module 4: Simulation

- The Goal Seeker
- The Scenario Manager

Module 5: Automating Worksheet Functionality

- Conditional Formatting
- Data Validation

Module 6: Collaboration Tools

- Sharing a workbook
- Working together on same file
- Tracking changes
- Inserting a comment

Module 7: Templates and Forms

- Creating templates
- Using templates
- Modifying templates
- Adding controls
- Using a form as a template

Module 8: Introduction to Macros

- Recording a macro
- Using the VBA editor
- Modifying simple portions of code
- Assigning macros to command buttons

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day