



## **PREREQUISITES**

Delegates attending an Advanced Level Course should have attended the one day Microsoft Excel Intermediate Course or should have attained a similar level of expertise.

## **COURSE OBJECTIVES**

This one day course is designed for existing users of Microsoft Excel who wish to use the advanced features such as Problem Solving, Pivot Tables, Pivot Charts and Simple Macros.

## **MICROSOFT EXCEL ADVANCED – ONE DAY**

### **Course Content**

#### **Refresh Excel Knowledge**

What Is An If Statement ?  
Creating If Statements  
Creating Multiple If Statements  
Named Ranges  
Creating And Using Named Ranges  
Conditional Formatting

#### **Problem Solving**

Creating Scenarios  
Creating A Scenario Summary  
Using Report Manager  
Using Goal Seek  
Using Solver  
Creating Data Tables  
Using Paste Special  
Using The PMT Function

#### **Analysing And Calculating Data**

Creating Histograms  
Using BIN Ranges  
Creating Regression Analysis  
Using The Auditing Toolbar

#### **Additional Functions**

= CONCATENATE  
= INT  
= ROUNDDOWN  
= RAND  
= RANDBETWEEN  
= LEFT  
= RIGHT  
= UPPER

#### **The Database**

Refresh Basic Sorting  
Refresh Basic Filtering  
Using The Advanced Filter  
Adding Criteria To Sort By  
Sorting With Custom Lists  
Using Subtotals And Outlining  
Database Functions

#### **Pivot Tables And Pivot Charts**

What Are Pivot Table Reports?  
Pivot Table Report Wizard  
Pivot Table Fields  
Formatting Pivot Table Cells Into Currency  
Changing The Pivot Table Functions  
Updating Pivot Table Reports  
Creating Snapshots  
Creating A Chart From A Pivot Table / Report  
Format The Appearance Of Pivot Tables

#### **Customising**

Displaying And Customising Toolbars  
Creating Templates  
Desktop Shortcuts

#### **Object Linking And Embedding (Microsoft Office Integration)**

Copying Data Between Applications  
Linking Data  
Editing Links  
Embedding Data  
Cut / Copy / Paste Data Between Applications

#### **Simple Macros**

What Is A Macro?  
Using The Macro Recorder  
Running A Macro  
Editing A Macro  
Assigning Macros To Toolbar Buttons  
Customising Macro Button Appearance