



Advanced Features of Microsoft Excel

Duration: 15 hour(s)

Level: Advanced

Target Audience Basic to intermediate Ms Excel users who have lots of reporting and analysis to do from a raw data.

Prerequisites Basic to intermediate knowledge of Microsoft Excel. Knowledge of real world problem that needs to be represented in Ms Excel will be an advantage.

About this course

This course is designed to extend your knowledge into some of the more specialized and advanced capabilities of Microsoft Excel by using more complex functions. Those functions will allow the user to build automated reports.

Course Content

Part1: Advanced functions

- Logical Functions
 - IF functions
 - OR, NOT and AND as nested functions
 - Nested IF Functions
 - Using the IFERROR functions
- Math and statistical functions
 - SUMIF / SUMIFS
 - COUNT / COUNTIFS
 - AVERAGEIF / AVERAGEIFS
 - ROUND
- Financial
 - PMT
- Displaying and Printing formulas
 - Showing, printing and hiding formulas

Part2: Lookups and Data Tables

- Using lookup functions
 - Using VLOOKUP to find the exact match
 - Using VLOOKUP to find the approximate match
- Using MATCH and INDEX
- Creating data tables
 - Creating one-variable data table
 - Creating two-variables data table

Part3: Advanced Data Management

- Validating cell entries
 - Observing data validation

- Setting up data validation
- Exploring database functions
 - Examining the structure of database functions
 - Using DSUM, DCOUNT, DAVERAGE functions

Part4: Pivot Tables and Pivot Charts

- Working with Pivot Tables
 - Creating a Pivot Table
 - Adding fields to a Pivot Table
 - Inserting Slicers
- Rearranging Pivot Tables
 - Moving Fields
 - Collapsing and expanding details
 - Refreshing Pivot Table data
- Formatting Pivot Tables
 - Formatting by using Pivot Style
 - Changing field settings
- Pivot Charts
 - Creating a Pivot Chart

Part5: Analytical Options

- Goal Seek and Solver
 - Using Goal Seek to solve a single variable
 - Installing Solver and the Analysis ToolPak
 - Using Solver to solve multiple variables
- The Analysis ToolPak
 - Using the Sampling analysis tools
- Scenarios
 - Creating scenarios
 - Switching among scenarios
 - Merging from another worksheet
- Views
 - Creating Views
 - Switching among views

Part6: Macros and custom functions

- Running and recording a macro
 - Running a macro
 - Recording a macro
 - Assigning a macro to a button
 - Creating an auto-open macro
- Working with VBA code
 - Observing a VBA code module
 - Editing VBA code
- Creating custom functions