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## Microsoft Excel Advanced – Level 3

### Course Outline

This course is about advanced features of Excel with an emphasis on the data side of workbooks. It is aimed at users who have experience with Excel and wish to add to their knowledge and increase their skill level beyond simple worksheets.

This course is suitable for PCs using Windows.

### Prerequisites

Attendees will be well familiar with the Excel environment and Excel basics. They will have a strong understanding of Excel workbooks and worksheets and be able to use Zoom

### Technical Requirements

It is recommended attendees utilise two screens on the day of training; one to view the facilitator's presentation and one to complete the exercises.

A computer or laptop with Microsoft 365 installed and an internet connection is necessary. Zoom needs to be installed, the free version is sufficient.

### Learning Outcomes

Participants will learn advanced Excel features with the aim to create complex and professional spreadsheets.

At the completion of this course the attendees will be able to:

- Understand Relative and Absolute References
- Define Cell and Range Names
- Build String Functions
- Use Mathematical and Functions
- Create logical Functions
- Work with VLOOKUP and XLOOKUP Functions

### Course Duration

This is a half-day 3½ hour course.

### Delivery Mode

The course is hands-on, facilitator led, online or onsite.

The facilitator will step participants through the course. Participants will be able to communicate with the facilitator at all times and questions are encouraged.

Course material and exercise files will be provided.

## Contents

### Absolute and Relative References

- Adjusting complex formulas
- Filling formulas
- Using the F4 key

### Define Names

- Defining names
- Using labels
- Names in formulas
- Name Box
- Select named ranges
- Constant Values
- Setting the Scope for Names
- Name Manager

### String Functions

- Upper, Lower, Proper
- Left, Right, Mid, Len
- Concatenate
- Trim
- Text, Value
- Substitute

### Mathematical & Statistical Functions

- Sumif and Sumifs function
- Countif and Countifs function

### Logical Functions

- If function
- Nested If
- And, Or

### Lookup Functions

- VLOOKUP
- INDEX & MATCH function
- XLOOKUP