Microsoft Excel

Advanced

PREREQUISITES

A working knowledge of Excel or our Introduction to MS Excel course

BENEFITS

- At the end of this course you will have an understanding of the higher functions of Excel.
- You will be able to perform advanced calculations and functions, manipulate data using pivot tables and 'advanced' analysis, record macros and integrate with other office applications.
- You will then be qualified to progress to our Excel VBA course.

LINKING SPREADSHEETS
- Link Worksheets Within A Single File
- Link Worksheets to External Files

ADVANCED FUNCTIONS
- IF Function:
  - Nested IF Statements
  - And & Or Functions
- LOOKUP Functions:
  - Horizontal
  - Vertical
  - Optional: IFERROR
- SUBTOTAL
  - Calculate Totals For Filtered Data

PIVOTTABLES & PIVOTCHARTS
- Create PivotTables & PivotCharts
- Work With Row/ Column Fields
- Data Fields
- Customise Table Display
- Generate PivotChart from PivotTable

MACROS
- Create Macros – Record & Review the VBA Code Generated
- Relative Referencing
- Make Available to All New Documents/ Current Document Only
- Optional: Add Macros to the Quick Access Toolbar

CUSTOM VIEWS
- Create, Update & Delete
- Include Hidden Rows, Columns, Filter Settings

3D RANGES
- 3D Range References
- Create & Maintain Ranges:
  - Within Worksheets in a Single File
  - Between External Files

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