

Microsoft Excel Advanced

2002 / 2003 / 2007



Duration: 2 Days

Who Should Attend / Target Audience

This course has been developed for people wanting to use more complex functions within Excel and includes tools for analysing, linking and exporting data.

Prerequisites

Participants will need to have attended or be familiar with all the topics covered in the Microsoft Excel Intermediate course.

Learning Outcomes

- Protect a workbook and save with a backup
- Understand and use advanced functions
- Consolidate data, link and export data
- Use What-If Analysis tools such as Goal Seek, Solver and Scenarios
- Create and modify PivotTables and PivotCharts
- Create and modify Macros

Course Content

Version: 21/12/09

File Protection

Attaching a Password
Modifying a Password

Saving with a Backup

Cell Protection

Protecting Cells

Circular References

Circular Error Messages
The Circular Reference
Toolbar

Functions

Function Overview
Math and Trig Functions
Financial Functions
Logical Functions
The AND Function
The OR Function
More Functions
Lookup Functions
The VLOOKUP Function
The HLOOKUP Function
Concatenating Functions
Index and Match Functions
Using Help for Functions

Goal Seek

Using Goal Seek

Solver

Saving a Scenario
Solver Reports

Scenarios

Adding a Scenario
Showing Scenarios

Linking

Worksheet Linking
Workbook Linking

Data Consolidation

Using Statistical Functions

Importing Data

Importing CSV Files
Text Import Wizard

Exporting Data

Choosing a Specific Format
Exporting to Word
Pasting Data with a Link
Copying a Graph with a Link

PivotTable Reports

PivotTable Layout
Rearranging Data
Filtering a Report
Adding Fields
Field Settings
Refreshing Data
Formatting a PivotTable
Showing Detail

PivotChart Reports

Creating a PivotChart
Creating PivotChart Reports from Scratch
Adding Fields to a PivotChart

Macros

Recording a Macro
Editing a Macro
Relative/Absolute Recording
Stepping through a Macro
Macro Buttons
Customising the Toolbar
Deleting a Macro

Next Level Course: VBA for Access

Availability: In House Closed Group Public

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