

MICROSOFT EXCEL ADVANCED

Learn advanced features of Excel including protecting your workbooks and restricting data entry, building calculations using advanced functions and how to import, clean up and analyse data sets.



By **SGS**



Prerequisites

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

Expected outcomes

- Build complex calculations with advanced functions
- Link, export and consolidate data
- Limit data entry using data validation and restrict changes by protecting workbooks and worksheets
- Analyse data with simple Tables, PivotTables and PivotCharts

Protecting your data

- Workbook protection
- Protecting cells
- Protecting structure

Range names

- Defining range names
- Using names in formulas
- Navigating with names
- Documenting range names

Data validation

- Limiting cell values
- Creating drop-down cell lists
- Validation error messages

Advanced functions

- The IF function
- Nested IF functions
- The IFS function
- The AND function
- The OR function
- Concatenation
- Text functions
- VLOOKUP function
- The IFERROR function

- The XLOOKUP function

External linking

- Worksheet linking – internal links
- Workbook linking
- Linking to cloud stored files
- Dealing with broken links
- Linking to Microsoft Word or PowerPoint

Tables

- Creating a table from a list
- Naming a table
- Auto expanding a table
- Formatting a table
- Removing duplicate records
- The totals row
- Create PivotTable from table
- Formulas in tables
- Referring to tables in external formulas

Get and transform data

- Create a new query from data

- Transforming data in Query Editor
- Clean up data in Query Editor
- Create a formula in Query Editor
- Create PivotTable from the result

PivotTables and PivotCharts

- Creating PivotTables from lists or tables
- Pivoting – rearranging fields
- Filtering rows within a PivotTable
- Changing aggregates
- Apply a top values filter
- Grouping dates
- Formatting a PivotTable
- Refreshing data
- Creating slicers
- Creating PivotCharts

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

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