

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.



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
- Protect cells and 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

Linking, Consolidating and Exporting

- Workbook links
- Dealing with broken links

Tables

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

PivotTable

- Create a PivotTable
- Rearrange data
- Applying filters
- Adding fields
- Modify field settings
- Refreshing data
- Formatting a PivotTable

PivotCharts

- Creating a PivotChart
- Filtering a PivotChart

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