

Excel Advanced

Duration: 2 Days

Description

This in-depth two-day course introduces Microsoft Excel users to the advanced features of the software application. Participants will learn how to sort and manage data in lists; filter and query data; use outlines on worksheets, lookup and database functions, and PivotTables. In-class exercises will involve using data tables and scenarios to make projections about data and Goal Seek to analyse data. Students will also learn how to audit worksheets, protect worksheets and workbooks, create and use macros and templates, and import and export information and documents.

Prerequisites

Excel Intermediate

Who Should Take This Course?

Microsoft Excel users who are familiar with the intermediate level functions and want to learn how to use the software's high end-user features.

Objectives

- ✓ Sort and manage data in lists.
- ✓ Filter and query data.
- ✓ Use outlines on worksheets.
- ✓ Use lookup and database functions.
- ✓ Use PivotTables to display and chart data.
- ✓ Use data tables and scenarios to make projections about data.
- ✓ Use Goal Seek
- ✓ Audit worksheets.
- ✓ Protect worksheets and workbooks.
- ✓ Create and use macros.
- ✓ Use and create templates.
- ✓ Import and export information
- ✓ Work with custom views.

Outline

Working with Data in Lists

- Understanding data lists
- Sorting data
- Creating and Removing Subtotals
- Using Data Validation
- Restricting cells to numbers, dates, or times
- Restricting cells to a list of values

Filtering and Querying Data

- Using AutoFilter and removing AutoFilter
- Working with filtered data
- Using AutoFilter with Top 10
- Creating a custom AutoFilter
- Working with the Advanced Filter
- Extracting data using the Advanced Filter

Using Outlines

- Creating an outline
- Hiding and displaying outline Levels

Using Lookup and Database Functions

- Looking up values in a table
- Working with Database functions
 - Counting the occurrences of a value
 - Finding the sum of specific records
 - Finding the average of specific records

Working with PivotTables

- Creating PivotTables
- Adding and removing fields in a PivotTable
- Changing the layout of a PivotTable
- Selecting PivotTable data
- Grouping PivotTable data
- Hiding and showing source details
- Creating calculated fields
- Creating PivotCharts

Excel Advanced

Making Projections about Data

- Solving What-If Problems
- Using Data Tables
- Working with One-Input Data Tables
- Working with Two-Input Data Tables
- Creating and managing Scenarios
- Creating Scenarios
- Displaying Scenarios
- Editing and deleting a Scenario
- Creating a summary of Scenario results

Analysing Data

- Working with the Goal Seek feature

Auditing Worksheets

- Finding referenced cells
- Finding formulas that refer to a cell

Protecting Worksheets and Workbooks

- Protecting workbook access and contents

Working with Macros

- Recording, running, and assigning macros
- Editing, renaming, and deleting macros

Working with Templates

- Using, creating, and editing Templates

Importing and Exporting Information

- Importing documents from other applications
- Importing text files
- Importing a table from Word
- Exporting workbooks
- Pasting information from other programs
- Inserting objects
- Inserting new objects
- Inserting existing objects
- Editing objects
- Inserting pictures