



Microsoft Excel Advanced

This Course is for users who are already experienced excel users and who want to stretch their skills further. Anyone attending this course should already know how to create basic formulae.

Module 1

- Write nested IF statements and IFS functions
- Use LOOKUP, INDEX, MATCH and other functions for advanced lookups
- Utilize text functions like CONCAT, TRIM, LEN, LEFT, RIGHT, PROPER
- Create array formulas for complex calculations

Module 2

- Create 3D Formulae across multiple sheets
- Consolidate Data across multiple sheets
- Create formula across multiple workbooks

Module 3

- Use Scenario Manager to create multiple input scenarios
- Utilize Goal Seek for targeted outcomes
- Use Solver to find optimum values by manipulating multiple variables

Module 4

- Table creation, formatting and styles
- Filtering, sorting, total rows
- Using Slicers

Module 5

- Perform advanced data analysis with PivotTables and Pivot Charts
- Use Calculations in Pivot Tables
- Use Slicers and Timelines

Module 6

- Introduction to Macros
- Basic Macro Editing
- Run Macros from a button

Module 7

- Create user friendly dashboards
- Create interactive charts and tables
- Use Macro Buttons and drop downs to display data