



Microsoft Excel: Advanced

Duration: 1 Day

Introduction/Summary

After completion of this course the delegates should have gained an extensive knowledge of Excel's capabilities.

Microsoft Excel is the standard spreadsheet application, an essential component of the Microsoft Office Suite. Excel provides comprehensive tools to help you create, analyse, and share spreadsheets, and its powerful, enhanced formatting features allow users to analyse and visualize data through the creation of graphs and charts.

TheLightBulb's one day advanced course is designed to give you complete understanding of the higher functions of Excel. It will give you the tools to be able to perform advanced calculations and functions, manipulate data using pivot tables with 'advanced' analysis, record macros and integrate with other office applications and much more.

Outcomes

By the end of this course you'll be an expert user of this valuable tool, certain that you are using the application to manage your time and information with maximum efficiency.

Content

The following are suggested topics for this level of the package and it is not intended that every subject will be covered. The actual content can be decided prior to the day or after discussion with the delegates. It will be dependent upon the skill levels of each individual.

- Revision of previous topics
- Successful use of complicated pivot tables
- Advanced filters
- Creating templates
- Security – cell and sheet protection
- Advanced formatting – conditional formatting, data validation and use of comments
- Understanding the available options
- Scenarios, Solver and Goal Seek
- Custom Views
- The auditing tool bar
- Creating and using Lookups
- Exploring the available functions
- Creating a Macro and assigning it
- Importing and exporting information, including text to columns

Requirements/Pre-Requisites

Delegates should already be familiar with Excel, either being self taught or having attended introductory and intermediate courses.