

Microsoft Excel for Advanced Users

Duration – 6 hrs

Cost - \$700.00 ex GST

Max Attendees - 6

Breaks –Morning Tea – 15mins

Lunch – 30mins

Upon successful completion of this course, students will be able to:

- use a range of lookup and reference functions
- modify Excel options
- create and use labels and names in a workbook
- protect data in worksheets and workbooks
- summarise data using subtotals and relative range naming
- use data linking to create more efficient workbooks
- understand and create simple PivotTables
- construct and operate PivotTables using some of the more advanced techniques
- use goal seeking to determine the values required to reach a desired result
- group cells and use outlines to manipulate the worksheet
- use Solver to solve more complex and intricate problems
- create recorded macros in Excel
- use the macro recorder to create a variety of macros



Course Specifics

Looking up functions

- understanding data lookup functions
- using CHOOSE
- using VLOOKUP
- using VLOOKUP for exact matches
- using HLOOKUP
- using INDEX
- using MATCH
- understanding reference functions
- using ROW and ROWS
- using COLUMN and COLUMNS
- using ADDRESS
- using INDIRECT
- using OFFSET

Setting Excel Options

- understanding Excel options
- personalising Excel
- setting the default font
- setting the formula options
- understanding save options
- setting save options
- setting the default file location
- setting advanced options

Labels and Names

- understanding labels and names
- creating names using text labels
- using names in new formulas
- applying names to existing formulas
- creating names using the names box
- using names to select ranges
- using the name manager



Data Linking

- understanding data linking
- linking between worksheets
- linking between workbooks
- updating links between workbooks

PivotTables

- understanding PivotTables
- creating a PivotTable shell
- dropping fields into a PivotTable
- filtering a PivotTable
- clearing a report filter
- switching PivotTable labels
- formatting a PivotTable
- using compound fields
- counting in a PivotTable
- formatting PivotTable values
- working with PivotTable grand totals
- working with PivotTable subtotals
- finding the percentage of total
- grouping in PivotTables
- creating running totals
- creating calculated fields
- providing custom names
- creating calculated names
- PivotTable options
- sorting in a PivotTable

Goal Seeking

- goal seeking components
- using goal seek



Recorded Macros

- understanding Excel macros
- setting macro security
- saving a document as macro enabled
- recording a simple macro
- running a recorded macro
- relative cell references
- running a macro with relative references
- viewing a macro
- editing a macro
- assigning a macro to the toolbar
- running a macro from the toolbar
- assigning a keyboard shortcut to a macro
- deleting a macro
- copying a macro
- tips for developing macros
- preparing data for an application
- recording a summation macro
- recording consolidations
- recording divisional macros
- testing macros
- creating objects to run macros
- assigning a macro to an object

