

## Excel Advanced – 2 days



### Course Objectives

Learn to use the advanced features of Excel to their full extent. By the end of this course, students will be able to report on data in a list using PivotTables, edit and analyse complex data using advanced features such as Scenarios, Goal Seek and Solver, incorporate built-in functions into a worksheet, work with controls and record macros.

### Prerequisites

It is recommended that students have experience with the fundamental use and features of Microsoft Excel including the ability to:

- Create formulae and basic functions
- Use Absolute Cell references
- Edit data using formatting and layout techniques including Charting
- Work with database tools, including database filtering and functions

We recommend that you attend or check that you are familiar with all the topics in the Essentials and Intermediate Excel course before attending this course.

### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Microsoft Certified Application Specialist

Following the Excel Essentials, Excel Intermediate and Excel Advanced courses and with practise you will be in a position to take the Microsoft Certified Application Specialist Exam – **Excel 2007 (77-602)**.

### Review Exercise

#### Labels And Names

- Understanding Labels and Names
- Creating Names In A Worksheet
- Using Names In New Formulas
- Applying Names To Existing Formulas
- Creating Names Using the Names Box
- Using Names To Select Ranges
- Pasting Names Into Formulas
- Creating Names for Constants
- Creating Names From A Selection
- Scoping Names To The Worksheet
- Using The Name Manager
- Documenting Range Names

#### Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using AND
- Using OR
- Using NOT


#### Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing Data Validation
- Creating an Input Message
- Creating an Error Message
- Creating Drop-Down Lists
- Using Formulas as Validation Criteria
- Circling Invalid Data
- Removing Invalid Data Circles
- Copying Validation Settings

#### Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX

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<p><b>Summarising Data</b></p> <ul style="list-style-type: none"> <li>• Summarising Data Features</li> <li>• Subtotalling a List</li> <li>• Using a Subtotalled Worksheet</li> <li>• Creating Nested Subtotals</li> <li>• Copying Subtotals</li> </ul> <p><b>Grouping And Outlining</b></p> <ul style="list-style-type: none"> <li>• Creating An Automatic Outline</li> <li>• Working With An Outline</li> </ul> <p><b>PivotTables</b></p> <ul style="list-style-type: none"> <li>• Understanding PivotTables</li> <li>• Working with the PivotTable Field List</li> <li>• Creating the PivotTable</li> <li>• Adding Fields to a PivotTable</li> <li>• Value Field Settings</li> <li>• Applying a Filter to a PivotTable</li> <li>• Changing the PivotTable Report Layout</li> <li>• Manipulating PivotTable Detail</li> <li>• Creating a PivotTable Report</li> </ul> <p><b>PivotTable Techniques</b></p> <ul style="list-style-type: none"> <li>• Using Compound Fields</li> <li>• Counting In A PivotTable</li> <li>• Formatting PivotTable Values</li> <li>• Working With PivotTable Grand Totals</li> <li>• Working With PivotTable SubTotals</li> <li>• Finding The Percentage of Total</li> <li>• Finding The Difference From</li> <li>• Grouping In PivotTables</li> <li>• Creating Running Totals</li> <li>• Creating Calculated Fields</li> <li>• Providing Custom Names</li> <li>• Creating Calculated Items</li> <li>• Sorting In A PivotTable</li> </ul> <p><b>Data Consolidation</b></p> <ul style="list-style-type: none"> <li>• Understanding Data Consolidation</li> <li>• Consolidating Data with Identical Layouts</li> <li>• Consolidating Data with Different Layouts</li> </ul> <p><b>Custom Views</b></p> <ul style="list-style-type: none"> <li>• Understanding Custom Views</li> <li>• Adding a Custom View</li> <li>• Creating a Custom View</li> <li>• Working with Custom Views</li> </ul>	<p><b>Scenarios</b></p> <ul style="list-style-type: none"> <li>• Creating Scenarios</li> <li>• Using Names in Scenarios</li> <li>• Displaying Scenarios</li> <li>• Creating a Scenario Summary Report</li> <li>• Merging Scenarios</li> </ul> <p><b>Goal Seeking</b></p> <ul style="list-style-type: none"> <li>• Goal Seeking Components</li> <li>• Using Goal Seek</li> </ul> <p><b>Data Tables</b></p> <ul style="list-style-type: none"> <li>• Data Table Components</li> <li>• Two-Variable Data Tables</li> <li>• Using a Simple What-If Model</li> <li>• Creating a One-Variable Table</li> <li>• Using One-Variable Data Tables</li> <li>• Creating a Two-Variable Data Table</li> </ul> <p><b>Solver</b></p> <ul style="list-style-type: none"> <li>• Installing The Solver AddIn</li> <li>• Setting Solver Parameters</li> <li>• Adding Solver Constraints</li> <li>• Performing the Solver Operation</li> <li>• Running Solver Reports</li> </ul> <p><b>Recorded Macros</b></p> <ul style="list-style-type: none"> <li>• Understanding Excel Macros</li> <li>• Setting Macro Security</li> <li>• Saving A Document As Macro Enabled</li> <li>• Recording A Simple Macro</li> <li>• Running A Recorded Macro</li> <li>• Relative Cell References</li> <li>• Running A Macro With Relative References</li> <li>• Viewing And Editing A Macro</li> <li>• Assigning A Macro To The Toolbar</li> <li>• Running A Macro From The Toolbar</li> <li>• Assigning A Keyboard Shortcut To A Macro</li> <li>• Deleting A Macro</li> </ul> <p><b>Extra Features</b></p> <ul style="list-style-type: none"> <li>• Creating Custom Formats</li> <li>• Understanding Excel Options</li> <li>• Setting Formula and Advanced Options</li> <li>• Setting The Default File Location</li> </ul>	