



Microsoft Excel Advanced

Aim: Students will learn various advanced techniques for analyzing and manipulating data in Excel.

Pre-requisite: *Windows Introduction* and *Excel Intermediate*, or equivalent knowledge

Duration: **One day – Six hours in duration**

Course Content

Advanced formulas

- Using names
- Decision-making
- Nesting
- Financial functions

Lookups and data tables

- Lookup functions
- MATCH and INDEX
- Data tables

Advanced list management

- Subtotals
- Data validation
- Database functions
- Data forms

PivotTables

- Creating a PivotTable
- Rearranging PivotTables
- Formatting PivotTables
- PivotCharts

Exporting and Importing

- Exporting data
- Importing data
- Querying external databases

Analytical options

- Goal Seek and Solver
- Scenarios
- Views
- Reports

Macros

- Recording and running a macro
- Editing VBA code
- Function procedures

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