

MS Excel Advanced Level Course (1 Day)

Course Content

Improving Data Entry and Readability	<ul style="list-style-type: none">○ Conditional formatting○ Data validation○ Custom formats
Group and Outline	<ul style="list-style-type: none">○ Apply an AutoOutline to a worksheet○ Apply grouping to pivot table fields
Pivot Tables	<ul style="list-style-type: none">○ Create Pivot tables to summarize data
Scenarios, Views and Reports	<ul style="list-style-type: none">○ Define and save "what if" scenarios○ Create custom views○ Create reports based on Views and Scenarios
Advanced Functions	<ul style="list-style-type: none">○ Logical, Financial, Lookup and Date Calculations
Auditing and Troubleshooting	<ul style="list-style-type: none">○ Use the Audit Toolbar○ Add Comments to cells○ Use the Watch Window to track cell contents○ Use the Formula Evaluator to troubleshoot formulae○ Use the Links Editor to manage links between worksheets and workbooks
Macros	<ul style="list-style-type: none">○ Write, edit and run macros○ Determine where a macro should be stored and whether absolute or relative actions are involved○ Run a macro from the keyboard, a menu or a toolbar button
The Drawing Toolbar	<ul style="list-style-type: none">○ Add notes to a worksheet using a text box○ Run macros from an object created using the drawing tools○ Create Conceptual Diagrams. Add hyperlinks to (drawn) objects
Templates	<ul style="list-style-type: none">○ Create and use workbook templates

All course contents are subject to change with prior notice.

Course Overview

This 1-day course is for users who have gained a good understanding of the basic features of Excel and now wish to further enhance their knowledge and productivity skills. The course is intended as a natural progression from the Introductory course.

Course Prerequisites

Delegates require a good understanding of the features detailed in our Introductory course. Good keyboard skills are also essential.

Booking Information

- Courses are instructor led and paced to match the participant(s) skill set.

- All of our courses have been designed for Microsoft Excel 2003, 2007 and the newest Microsoft Excel 2010.

- Course prices start from £199 excluding VAT for one to one tuition and can be delivered on clients premises.

- Feel free to contact us for the latest quotes and book your Microsoft Excel training session with us.

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