

EXCEL ADVANCED

Introduction

This course is designed to take delegates through performing complex data analysis, using complex formulae, importing and exporting of data and introducing them to recording macros and editing in the Visual Basic environment.

Who Should Attend?

It is recommended that participants should have attended or be familiar with the foundation and intermediate level subjects.

Course Content

- **Consolidate Basics**
 - Overview of Basic Excel Functions
 - Formulae and BODMAS rules
 - Data Entry and Conditional Format
- **Data Validation**
 - Types of Validation
 - Setup Rules for Data Entry
 - Display Help and Error Messages
 - Create Drop Down Menus
- **Lookup Function**
 - Horizontal
 - Vertical
 - Across Worksheets
 - Automating Lookup Attributes
- **If Statements**
 - Basic If Attributes
 - Nested If Statements
 - 'AND' and 'OR' Logic
- **Protection**
 - Protect Worksheet or Workbook
 - Unlocking Variable Cells
 - Allow Formatting while Locked

- **Beyond Basic Functions**
 - Overview Range Names
 - Date Functions and Formats
 - Index() & Match()
 - Sumif, Countif Functions
 - Text Functions – Left(), Mid(), Len(), Upper(), Proper(), Lower()
- **Views and Reports**
 - Add Scenarios
 - Grouping & Outlining
- **Goal Seeker**
 - Set Up Options
 - Implementing a Goal Seek
- **Importing Non-Excel Data**
 - De-limited Data
 - Fixed Length Data
- **Combine Formula**
 - Concatenation
 - Extract Data with Find()
- **Shared Workbooks**
 - Overview Sharing Options
 - Track Changes overview
 - (dependant on networking permissions)
- **Introduction to Macros**
 - Overview of Macros and VBA
 - Record a Macro
 - Relative and Absolute Cells
 - Editing Macros Using Visual Basic (VBA)
 - Assigning Macros to Buttons

Duration: 1 Day Course

www.oaktree-training.co.uk

