

Excel: Advanced (Level 3)

Category: Microsoft Office, Microsoft Excel

Course Duration

1 Day Classroom Training or Online

Our course timings are 09:30 - 16:30.

Advanced Functions

- Nested IF statements for nesting IF with AND, OR, ISERROR and IFERROR
- SUMIF and SUMIFS
- COUNTIF and COUNTIFS

Date Functions

- DATEDIF
- Date Functions

Lookup and Information Functions

- Advanced Lookup (True and False)
- Creating Multiple Column Lookups
- MATCH Function
- INDEX Function
- OFFSET Function
- Advanced List Management
- Advanced Filter
- Database Functions

SubTotals

- Creating Subtotals
- Outline View

Advanced Pivot Tables

- Inserting Calculated Fields
- Manipulating Fields
- Changing Value Field Settings
- Grouping Data containing Dates and Numbers
- Formatting Pivot Table
- Showing and Hiding the Grand Totals
- Changing The Scope Of The Data source
- Summarizing Values by Sum, Count, Average, Max, and Product
- Show Values As % of Grand Total, % of Column Total, % of Row Total
- Creating Pivot Table Reports and Pivot Chart Reports

General Analysis Tools

- Scenarios
- Custom Views
- Goal Seek
- Solver
- Data Tables, One Input, Two Input

Protecting and Sharing

- Sharing a File
- Track Changes
- Protecting Cells, Worksheets
- Password Protecting a File/Read Only

Formulae Auditing

- Formula View
- Tracing Precedents
- Tracing Dependents

- Using Watch Window
- Go to Special

Introduction to Macros

- Displaying the Developer Tab
- Recording a Macro
- Where To Save Macros – Personal, Existing or New Workbook
- Absolute and Relative Recording
- Introduction to Form Control Buttons
- Creating Macro Buttons

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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