

Excel Advanced

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should have attended the Intermediate course or gained similar knowledge in the workplace
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Databases

database terms • advanced filter • unique records • calculated fields in lists • database functions

Pivot Tables

creating a pivot table • modifying a pivot table • formatting data • using the drill down facility • refreshing data • sorting & filtering data • adding calculated fields • grouping data

Conditional Statements

Excel's logical functions • creating conditional tests • using formulae within conditional tests • nesting conditional statements

Multiple Files

working with multiple files • displaying multiple files • moving & copying worksheets • creating formulas between multiple files • editing linked formulae • consolidating data • setting up a consolidation • consolidation by position • consolidation by category

Scenario Manager

creating a scenario • displaying scenarios • editing scenarios • creating scenario reports

Macros

recording simple macros • macro storage • running macros • absolute & relative references • assigning shortcuts to macros • creating a macro button • viewing VBA code