

Excel Advanced

Course Code

SSA5039

Duration

1 Day

Format

Classroom | Classroom/Virtual | Virtual

Overview

This course is intended to help all users get up to speed on the different aspects of Excel, including some of its more advanced features. We will cover how to automate worksheet functionality using Macros, audit worksheets, analyze data using PivotTables and work with multiple workbooks.

Objectives

By the end of this course, users should be comfortable with automating worksheet functionality, auditing worksheets, using a variety of different analysis tools and working effectively with multiple workbooks.

Content

Lesson 1: Automating Worksheet Functionality

- Manage Workbook Properties
- Record and Run a Macro
- Create and Use a Template
- Add Data Validation in a Workbook

Lesson 2: Auditing Worksheets

- Trace Cells
- Error Checking
- Evaluate Formulas and Use the Watch Window
- Data List Outline

Lesson 3: Data Analysis and Presentation

- Quick Analysis Tool
- Add Sparklines
- What-If Analysis

Lesson 4: Analysing Data with PivotTables, Slicers and PivotCharts

- Create a PivotTable
- Filter Data by Using Slicers
- Analyse Data with PivotCharts

Lesson 5: Working with Multiple Worksheets and Workbooks

Who Should Attend

This course is designed for Microsoft Excel users who have a good knowledge and understanding of Excel but are not yet at expert level.

Prerequisites

This Advanced course assumes the user has completed or has an understanding of the topics covered in the Microsoft Office Excel Introduction and Intermediate courses, including:

- Creating advanced formulas
- Organizing worksheet data with tables
- Visualizing data with charts

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- Link to Data in Multiple Workbooks
- Consolidate Data

Lesson 6: Exporting and Sourcing Data

- Export Data
- Use Data Sources

Lesson 7: Analysing Data with Logical and Lookup Functions

- Use Logical Functions
- Use Lookup Functions