



MICROSOFT EXCEL

ADVANCED



Excel Advanced Course Outline

This Excel Advanced is for people who already know how to use intermediate features like VLOOKUPS and Pivots and want to start using more advanced automation features, solve more complex problems and perform more sophisticated data analysis on data from different sources.

These are the topics we will cover:

Named Ranges

- Using the Name Box
- Create from Selection
- Name Manager and using named ranges in calculations

Data Validation

- Add simple validation
- Add validation that uses calculations
- Create automated drop-down lists

Aggregation Functions

- Summarising data with COUNTIFS, SUMIFS & AVERAGIFS
- Aggregating with multiple criteria

Lookup Functions

- VLOOKUP (recap)
- MATCH
- INDEX
- INDIRECT & XLOOKUP (time & version permitting)

Macros and VBA

- Understand macros and macro security
- Record and run macros
- Edit macros and introduction to VBA

Power Query

- What is Power Query and how to get data from other spreadsheets
- Create queries that pull data from a folder
- Perform simple transformations like adding and splitting columns
- Perform more complex transformations like unpivoting data

Power Pivot

- Understand Power Pivot and Enable the Power Pivot Add In
- Work with the Data Model and Define Relationships
- Create PivotTables from the Data Model
- Visualise data with Pivot Charts and Cube Functions
- Create interactive dashboards with Slicers