Microsoft Excel
Advanced

Course Overview

MS Excel Advanced is designed for individuals who already possess a solid understanding of intermediate features such as VLOOKUPS and Pivot Tables.

It caters to those looking to elevate their MS Excel skills by delving into more advanced automation techniques.

Participants will learn to tackle complex problems, streamline their workflows, and perform sophisticated data analysis on datasets from various sources. By the end of the course, attendees will be equipped with the knowledge and tools necessary to enhance their efficiency and effectiveness in using MS Excel for intricate data tasks and automation challenges.

Program Format

This is a one-day program that can be delivered face-to-face or as 2 x 3.25-hour virtual programs.

Course Objectives

- Develop expertise in creating and using advanced formulas and functions for sophisticated data analysis.
- Learn to create dynamic and visually appealing charts and graphs to represent data effectively.
- Gain skills in managing and manipulating large datasets with advanced tools like Power Query.
- Explore advanced automation techniques, including the use of VBA and Macros to streamline tasks.

Course Outline

Named Rangers
Name Box usage
Create from selection
Name Manager
Named range calculations

Data Validation
Simple validation
Validation with calculations
Automated drop-downs

Aggregation Functions
COUNTIFS, SUMIFS
AVERAGIFS summary
Multiple criteria

Lookup Function
VLOOKUP range
VLOOKUP exact
XLOOKUP (if available)

Macros and VBA
Understanding macros
Macro security
Record and run
Edit macros
Introduction to VBA

Power Query
VLOOKUP range
VLOOKUP exact
XLOOKUP (if available)

Power Pivot
Understanding Power Pivot
Enable Power Pivot
Data Model relationships
Create PivotTables
Visualise with charts

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