



## Microsoft Excel Training - Advanced

This advanced Microsoft Excel training course will teach you to use the advanced features of Excel in any version to their full extent. By the end of this course, you will be able to report on data in a list using PivotTables, edit and analyse complex data using advanced features such as Scenarios, Goal Seek and Solver, incorporate built-in functions into a worksheet, work with controls and record macros.

This workshop is delivered by a highly experienced Excel trainer with many years of experience. This is a hands-on course which is limited in numbers to ensure each delegate receives training tailored to meet their needs. Each person will leave with lots of practical Excel experience ready to put into immediate effect in their workplace. Once you have completed this course you will be ready to go on to our Microsoft Excel Advanced Extra course.

This course is instructor led, involving the use of numerous examples and exercises in a workshop environment in order to allow you plenty of time to practice and consolidate your learning.

### Course Objectives:

Learn to use the advanced features of Excel to their full extent. By the end of this course, delegates will be able to report on data in a list using PivotTables, edit and analyse complex data using advanced features such as Scenarios, Goal Seek and Solver, incorporate built-in functions into a worksheet, work with controls and record macros.

We recommend that you have reached the level of Introduction and Intermediate Excel training before attending this course.

### Delegates will learn:

- ▶ Review exercise labels and names
- ▶ Logical Functions
- ▶ Validating Data
- ▶ Lookup Functions
- ▶ Summarising Data
- ▶ Group and Outlining
- ▶ Pivottables
- ▶ Pivottable Techniques
- ▶ Data Consolidation
- ▶ Custom Views
- ▶ Scenarios
- ▶ Goal Seeking
- ▶ Data Tables
- ▶ Solver
- ▶ Recorded Macros
- ▶ Extra Features

Delegates are asked to bring their own laptops. Laptops are available to hire for a nominal fee.

## Microsoft Excel - Advanced Training Workshop

### 1 Day Course