

# Microsoft Excel Advanced

One Day Course

## COURSE OVERVIEW

Delegates will use Microsoft Excel at an advanced level to work creatively in the design and analysis of spread sheets. These tools will improve support to Information Management systems.

Throughout the day our trainers work with a combination of instruction and relevant exercises giving hands-on practice in a safe environment.

### Features Covered:

#### Advanced Formatting

Apply & create styles and use conditional formatting.

#### Advanced Charts

Create exploding pie charts and combination charts. Create custom chart type templates and Sparklines.

#### Multiple Sheet Formulas & Linking Workbooks

Create multiple sheet formulas and link between workbooks. Edit and change source links and control automatic and manual updates. Use data consolidation across worksheets.

#### Advanced Functions

Learn to use a variety of Logical, Lookup & Text Functions including nesting functions. Use multiple augmented functions IF, SUMIF, COUNTIF. Nest the IF, AND, LOOKUP and ISRROR functions.

#### Audit Cells

Find precedents and dependants of formulae. Trace errors and use the watch window.

#### PivotTables

Create and edit pivot tables. Group various types of data in a pivot table. Add & use report filter fields and slicers. Create pivot table charts.

#### Introduction to Macros

Create, edit and run a macro. Save a macro enabled file and assign a macro to a button.

## AUDIENCE

This course enables delegates who have experience of using Excel to gain a wide range of additional spreadsheet techniques. Suitable for analysts, project managers and XL Power users for creating advanced Excel solutions.

## OBJECTIVES

**After completion of the course delegates should be able to:**

- Use Microsoft Excel's advanced formatting features
- Use Microsoft Excel to create and edit a variety of nested and combined functions
- Use Excel's built-in auditing tools to evaluate and interpret spreadsheet data
- Accurately create and modify Pivot Tables
- Effectively create, edit and assign Macros to automate tasks.

## PREREQUISITES

Delegates must have a sound working knowledge of using Excel and be competent in creating functions and structuring a workbook.

This knowledge can be gained ideally by attending both the Ibex Education Introduction and Intermediate level courses, or have equivalent experience.

COURSE FEE: £285.00 per person (includes course notes & refreshments)

For all training enquiries and bookings:

**Tel: 888283 Email: [info@ibexeducation.com](mailto:info@ibexeducation.com) Web: [www.ibexeducation.com](http://www.ibexeducation.com)**