

# Microsoft Excel - Advanced

## Course Overview – 1-day course

### Are you looking to take your Excel skills to the next level?

Become an expert user of Excel, take your spreadsheets and data analysis to the next level.

You will learn how to better analyse and present your data using Excel spreadsheets. Create PivotTables and Pivot Charts, learn advanced Excel functions, and use a range of features to improve your spreadsheets.

## Detailed Content

### Protecting Data

- Understanding Data Protection
- Providing Total Access to Cells
- Protecting a Worksheet
- Working With a Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access to Cells
- Password Protecting a Workbook
- Opening a Password Protected Workbook
- Removing a Password From a Workbook

### Lookup Functions

- Understanding Data Lookup Functions
- Using VLOOKUP
- Using VLOOKUP for Exact Matches
- Using INDEX
- Using Match
- Using XLOOKUP

### Formula Auditing

- Understanding Tracing Precedents
- Understanding Tracing Dependents
- Tracing Precedents and Dependents
- Showing Formulas and Cell Arguments
- Common Error Messages
- Understanding Error Checking
- Checking for Errors
- Tracing Errors
- Evaluating Formulas
- Using the Watch Window
- Working With Circular References

### Importing and Exporting

- Understanding Data Importing
- Understanding Text File Formats
- Importing Tab Delimited Text

### PivotTables

- Understanding Pivot Tables
- Recommended Pivot Tables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter

### PivotTable Features

- Using Compound Fields
- Counting in a PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding the Percentage of Total
- Finding the Difference From
- Grouping in PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a PivotTable

### PivotCharts

- Inserting a PivotChart
- Defining the PivotChart Structure
- Changing the PivotChart Type

- Using the PivotChart Filter Field Buttons
- Moving PivotCharts to Chart Sheets

### Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing a Validation
- Creating an Input Message
- Creating an Error Message
- Creating a Drop Down List
- Using Formulas as Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles
- Copying Validation Settings

### Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving a Document as Macro Enabled
- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Running a Macro With Relative References
- Viewing a Macro
- Editing a Macro
- Assigning a Macro to the Toolbar
- Running a Macro From the Toolbar
- Assigning a Macro to the Ribbon
- Assigning a Keyboard Shortcut to a Macro
- Deleting a Macro
- Copying a Macro

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## Supplementary Content

### Dynamic Array Functions

- Using UNIQUE
- Using SORT
- Dynamic arrays in data validation
- Using FILTER

### Referencing Tables and Pivot Tables

- Understanding Structured References in Excel
- Using Structured References within a Table
- Using Structured References outside a Table
- Additional reference exercises
- Understanding PivotTable references
- Using GETPIVOTDATA

### Get & Transform (Power Query)

- Understanding Get & Transform
- Opening Power Query
- Understanding the Navigator Pane
- Creating a New Query From a File
- Creating a New Query From the Web
- Understanding the Query Editor
- Displaying the Query Editor
- Managing Data Columns
- Reducing Data Rows
- Adding a Data Column
- Transforming Data
- Editing Query Steps
- Merging Queries
- Working With Merged Queries
- Saving and Sharing Queries
- The Advanced Editor

### Scenarios

- Understanding Scenarios
- Creating a Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report
- Merging Scenarios

### Solver

- Understanding How Solver Works
- Installing the Solver Add
- Setting Solver Parameters
- Adding Solver Constraints
- Performing the Solver Operation
- Running Solver Reports

### Data Tables

- Understanding Data Tables and What-If Models
- Using a Simple What-If Model
- Creating a One-Variable Table
- Using One-Variable Data Tables
- Creating a Two-Variable Data Table

### Lookup Functions

- Using HLOOKUP
- Understanding Reference Functions
- Using ROW and ROWS
- Using COLUMN and COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

### Information Functions

- Understanding Information Functions
- Using the CELL Function
- Using the ISBLANK Function
- Using the ISERR Function
- Using the ISODD and ISEVEN Functions
- Using the ISNUMBER and ISTEXT Functions
- Using the TYPE Function

### Maths Functions

- Understanding Maths Functions
- Using SQRT
- Using ABS
- Using INT
- Using TRUNC
- Using ROUND
- Using ROUNDDOWN and ROUNDUP

- Using ODD and EVEN
- Using CEILINGMATH
- Using MROUND
- Using PRODUCT
- Using SUMIF
- Using SUMIFS
- Using SUMPRODUCT

### Importing and Exporting

- Importing From an Earlier Version
- Importing Comma Delimited Text
- Importing Space Delimited Text
- Importing Access Data
- Working With Connected Data
- Unlinking Connections
- Exporting to Microsoft Word
- Exporting Data as Text
- Inserting a Picture
- Modifying an Inserted Picture

### Data Consolidation

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating a Linked Consolidation
- Consolidating From Different Layouts
- Consolidating Data Using the SUM Function

### Summarising and Subtotalling

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals

### Grouping and Outlining

- Understanding Grouping and Outlining
- Creating an Automatic Outline
- Working With an Outline
- Creating a Manual Group
- Grouping by Columns

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## Recorder Workshop

- Preparing Data for an Application
- Recording a Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects to Run Macros
- Assigning a Macro to an Object

## Controls

- Understanding Types of Controls
- Understanding How Controls Work
- Preparing a Worksheet for Controls
- Adding a Combo Box Control
- Changing Control Properties
- Using the Cell Link to Display the Selection
- Adding a List Box Control
- Adding a Scroll Bar Control
- Adding a Spin Button Control
- Adding Option Button Controls
- Adding a Group Box Control
- Adding a Check Box Control
- Protecting a Worksheet With Controls