



## EXCEL ADVANCED

### DURATION

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1 day

### COURSE DESCRIPTION

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This course aims to further enhance analytical skills for users of Excel. It covers formulas which tidy and assess data, automating spreadsheets with Macros, using PivotTables to analyse data lists, controlling data entry with Validation and importing data from other sources.

### CANDIDATE LEVEL

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Candidates should have a confident knowledge of using Excel equivalent to the Excel Intermediate level course.

### COURSE CONTENT\*

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#### WORKING WITH TEXT

- Text to Columns
- Text Strings/CONCATENATE
- LEFT, MID, RIGHT, TRIM, LEN
- Change Case

#### FURTHER LOGICAL & STATS FUNCTIONS

- COUNTIF/SUMIF
- Nested IFS
- IFERROR
- AND/OR

#### USEFUL DATA TOOLS

- Data Validation
- Data Consolidate (time permitting)
- Goal Seek

#### IMPORTING DATA FROM OTHER SOURCES

- From the Web (if needed)
- From Access (if needed)

#### PIVOTTABLES AND PIVOT CHARTS

- Create and manipulate a PivotTable
- Explore data options (SUM, AVERAGE, %)
- Group data
- Refresh and change data
- Draw a PivotChart

#### AUTOMATION OF SPREADSHEETS

- Recording Macros
- Playing Macros
- Creating buttons to run macros
- The VBA screen

**Timings:** 9:30 am to 4:30 pm or 9:00am to 4:00 pm

\* The outline provides guidance on the topics to be covered on the course. Course content may vary according to the requirements and abilities of the members of the group.