

Excel Advanced (2003/2007)

Proposed course outline

Learn more sophisticated functions of Excel and expand your knowledge to maximise your usage of this software. Customise worksheets to fit the needs of your business.

Courses are tailored to individual requirements but topics which may be covered include:

More functions

- Vlookup and Vlookup
- Match and Index
- Working with Errors

Named Ranges

- Methods of naming ranges
- Using range names in formulas/functions
- Applying range names to existing cell references

Working with Templates

- Using Excel built-in templates
- Create user designed templates
- Data Validation
- Worksheet Properties

Pivot Tables

- Choosing data to Pivot
- Using the Pivot Table wizard
- Editing the layout
- Formatting the Pivot Table data and layout
- Grouping items and creating calculated fields

- Changing the source data
- PivotChart

What If Analysis

- Scenario Manager
- Goal Seek
- Data Tables
- Installing Solver
- Using Solver

Introduction to Macros

- Recorded macros
- Absolute and relative macros
- Assigning macros to buttons or keyboard shortcuts
- Running and deleting macros