

## **Advanced Excel Course**

The Advanced Excel course is aimed at users who have a good knowledge of Microsoft Excel, but require a more advanced knowledge to maximise the software to improve their efficiency. It looks at making use of Advanced Filtering, Working with Multiple Workbooks, complex functions such as COUNTIF, how to analyse data effectively using pivot tables/charts and creating simple macros.

The course is exercise driven using realistic examples and exercises to provide practical knowledge, which then can be applied within the employee's everyday work.

### **1. Protecting Worksheets**

Setting up restrictions for worksheets

### **2. Working with Workbooks**

Linking data from another workbook

### **3. Naming Ranges**

Naming a range of data

Using Named Ranges

### **4. Analysing Data**

What-If Analysis

### **5. Working with Formulas**

Using more advanced formulas

IF

Nested IF

VLookup Table

HLookup Table

### **6. Working with Macros**

Recording a Macro

Editing a Macro

Saving a Macro

Creating a button and assigning a macro to it

Creating and using a customised toolbar

### **Duration**

1 day (1000 to 1600)

**Up to 6 attendees**