

Microsoft Excel 2019 / 365 Advanced Course 1 Day

WHO SHOULD ATTEND

This course is designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyse worksheet data, incorporate multiple data sources and import and export data.

PREREQUISITE COMMENTS

You should have ideally attended our Excel Introduction and Intermediate level course or have sufficient experience and understanding of Excel, especially in creating, editing and managing workbooks.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

Recap

- Recap on formulas
- Absolute vs relative calculations
- Linking formulas
- Formula auditing

Advanced Formulas

- Range Names
- If statements
- Nested if statements
- IfAnd / IfOr
- VLookup and Hlookup
- Nesting If with Vlookups

Text Formulas

- Upper / lower / proper
- Left / right / mid / concatenate
- Working with Dates and times
- Trim

Data Formatting

- Data validation
- Conditional formatting
- Track changes

Collaborating with Others

- Protecting worksheets
- Protecting workbooks
- Data validation
- Data validation with range names

Recap on Analysing Data

- Sorting
- Filters
- Subtotals

Pivot Tables

- Creating and formatting a basic pivot table
- Refreshing
- Working with Calculations
- Show report filter pages
- Slicers
- Timeline filters
- Recommended pivot tables

Macros

- Creating a basic macro
- Running a macro
- Shortcut keys
- Assigning macros to buttons
- Editing macros using basic VBA skills

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