Microsoft Excel 2013
Advanced Course
1 Day

OVERVIEW

In this course students will automate some of the more common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

WHO SHOULD ATTEND

This course was 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.

BASIC FORMULAS	MACROS
• Recap on Formulas	• Creating a Basic Macro
• Absolute vs Relative Calculations	• Assigning Macro to Quick Access Toolbar
• Linking Formulas	• Assigning Macros to a Button
• Range Names	• Using Input Boxes
ADVANCED FORMULAS	• Editing Macros
• If Statements / Nested If Statements	**PIVOT TABLES**
• If And / If Or	• Sorting / Filtering / Subtotals Recap
• VLookup and HLookup	• Creating Pivot Tables
TEXT FORMULAS	• Formatting & Calculations
• Dates / Times	• Pivot Slicers
• Upper / Lower / Proper	• Pivot Charts
• Left / Right / Mid / Concatenate	**COLLABORATING WITH OTHERS**
• Trim	• Protection
• Formula Auditing	• Track Changes
DATA FORMATTING	**IMPORTING AND EXPORTING**
• Data Validation	• Exporting Data
• Conditional Formatting	• Paste Special