

MICROSOFT EXCEL - ADVANCED

For experienced users of MS Excel looking to learn about the advanced features.



Where: Available nationwide, subject to demand

Aimed at: Proficient MS Excel users.

Trainer: E-Bridge Training Limited.

Programme Objectives

This course is designed to follow-on from MS Excel Level Two (Intermediate). Having already familiarised yourself with the most efficient way of performing everyday tasks, and having covered some intermediate topics, it is now time to build on that knowledge. A large proportion of the course is dedicated to using the Database Features in MS Excel – this is a very powerful side to Excel that not many people utilise to its fullest potential. Useful functions such as IF and Lookups are covered in addition to automating tasks using Macros etc. It is highly recommended that you firstly attend Level Two (Intermediate) prior to attending Level Three.

Programme Content

Named Ranges

- ✓ Creating a named range
- ✓ Redefining a named range
- ✓ Users for named ranges

Database Features

- ✓ Sorting Records
- ✓ Using AutoFilter
- ✓ Advanced Filtering
- ✓ Creating an Automatic Outline
- ✓ Subtotalling lists
- ✓ Database Functions

Outlining and Grouping Data

- ✓ Using Grouping and Outlines
- ✓ Expanding/Collapsing an outline
- ✓ Removing an outline

Working with Pivot Tables

- ✓ Pivot Table Concepts
- ✓ Setting up the Pivot Table Layout
- ✓ Refreshing Pivot Table Data
- ✓ Using PivotTable AutoFormat
- ✓ Filtering PivotTable Data
- ✓ Calculations in a Pivot Table

More on Functions

- ✓ Using the COUNT Functions
- ✓ Using LOOKUP Functions
- ✓ Using the IF Function
- ✓ Using IS Functions
- ✓ Using the SUMIF Function / COUNTIF

- ✓ Creating Formulae with Nested Functions
- ✓ PMT Function
- ✓ Using Goal Seek
- ✓ Scenario Manager

Using Auditing Tools

- ✓ Using the Auditing Toolbar
- ✓ Tracing Precedents & Dependents

Consolidating Data

- ✓ Opening & Closing Multiple Workbooks
- ✓ Creating / Saving a Workspace
- ✓ Consolidating Data

Macros

- ✓ Recording & Running Macros
- ✓ Editing a Macro
- ✓ Assigning a Macro to a Tool
- ✓ Resetting / Deleting Toolbars

Protecting Worksheets and Workbooks

- ✓ Protecting Workbook Access
- ✓ Assigning Password Protection
- ✓ Removing a Password
- ✓ Preventing Changes to a Workbook
- ✓ Protecting Worksheets

Others

- ✓ Conditional Formatting
- ✓ Data Validation

To book your place, or for more information, contact Samantha Owens, FDI Skillnet Project Officer on (01) 6051728 or Samantha.owens@ibec.ie