Microsoft Excel - Advanced

PFH Technology Group
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The intermediate courses can be taken in 1 or 2 parts.

Overview

This course is aimed at experienced Excel users who need to perform more complex functions, make use of the 'What-if' analysis tools. Also those who would like to start to create basic macros to automate repetitive tasks.

This course is offered for Microsoft Excel 2007, 2010, 2013.

Objectives

This course is all about taking a strong user and developing their skills to power/ key user level. We will encourage the use of lookup and information functions along with the powerful "What If" tools to analyse data; expand using Pivot tables, work with groups of people using Shared Workbooks and work with Macros to automate tasks.

Some topics are specific to a version therefore will only be included for the relevant version.

Course Content

Lookup and information functions.

- Ceiling math
- Index and match
- Offset
- Choose
- Database functions: dsum, dmin, dmax, daverage, dcount

Developing pivot tables.

- Inserting calculated fields
- Manipulating fields
- Changing value field settings
- Grouping data
- Pivot table styles
- Showing and hiding the grand totals
- Refreshing data in pivot table
- Summarising values by sum, count, average, max, and product
- Show values as % of grand total, % of column total, % of row total
- Using slicers for effective filtering

Using data from external sources.

- Using ms query
- Linking

Array and statistical formulae.

- Concepts
- Trend
- Sumproduct alternative to using arrays
- Frequency and forecast
- Rank and percentile

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Duration: 1 day

Cost: €250

Format: Instructor led

Prerequisites

Attendees must have strong Excel skills and understand key concepts of spreadsheets. Their knowledge should be equivalent to intermediate course level.

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