

Microsoft Excel - Advanced

1 Day

COURSE OVERVIEW

With basic skills and some experience of Microsoft Excel, the topics covered on this course will enable you to further enhance your spreadsheets and to use some of the more advanced features to streamline your work.

TARGET AUDIENCE

It is assumed only that you have a skill level equivalent to that gained through attending the Excel Introductory Training.

COURSE OBJECTIVES

With basic skills and some experience of Microsoft Excel, the topics covered on this course will enable you to further enhance your spreadsheets and to use some of the more advanced features to streamline your work.

COURSE CONTENT

Advanced Spreadsheets

Working with range names, working with multiple sheets, consolidating multiple worksheets.

Design

Planning and building large spreadsheets, understanding syntax and using additional Excel functions.

Databases

Creating Excel databases, accessing data from external sources, sorting and filtering data, using the Pivot Table to produce summary analysis.

Graphing

Different graph styles, creating and extending linear and polynomial trends.

Macros

Recording commands in macros in Visual Basic to simplify routines, editing macros and assigning to buttons.

Customising

Changing Excel default settings, customising toolbars, assigning macros to toolbars.

Protection

Customising menus, protecting areas of a worksheet, password protection for files.

