

Excel Advanced

Duration

- ½ day

Delegates

People who would like to use functions in their spreadsheets and would like to automate repetitive routines

Prerequisites

Completion of the Excel Beyond the Basics course or familiarity with its contents

Objectives

On completion of the course delegates should be able to:

- Use a variety of Excel's in-built functions
- Use Goal Seek and Solver to manipulate input values
- Create and edit simple macros

Impact

- Confidence to explore the in-built functions
- Perform what-if analyses of data
- Automate repetitive routines using macros

Programme

- Functions
 - Cell/Range Names
 - Function Wizard
 - Functions:
 - TODAY
 - NOW
 - NA
 - ROUND
 - IF
 - SUMIF, COUNTIF & AVERAGEIF
 - SUMIFS, COUNTIFS & AVERAGEIFS
 - VLOOKUP
 - MATCH
 - INDEX
- Introduction to Pivot Tables
- Macros
 - Recording Macros
 - Running Macros
 - Macro Buttons