

# Excel Expert

## Duration

- 2 days

## Delegates

Power spreadsheet users who would like to develop complex applications using Excel

## Prerequisites

Completion of the Advanced course or familiarity with its contents

## Objectives

On completion of the course delegates should be able to:

- Use array formulae in calculations
- Use Pivot tables to summarise data
- Perform calculations on dates using the inbuilt functions
- Restrict data entry through the use of validation
- Use VBA to write and edit complex macros

## Impact

- Greater analysis of numeric and statistical data
- Simplified data entry in spreadsheets
- Complex spreadsheet applications simplified through the use of advanced tools and automation

## Programme

- Array Formulae
- What-If Analyses
  - Goal Seek
  - Solver
- Date Functions
- Data Validation
- Scenario Manager
- Further Pivot Tables
- Visual Basic for Applications
  - Recording Macros
  - Running Macros
  - The Visual Basic Editor
  - Adding, Deleting and Renaming Modules
  - Sub Statements
  - Creating Custom Worksheet Functions
  - Variables and Constants
  - Message Boxes
  - Input Boxes
  - Control Structures
  - Looping Structures
  - Calling Procedures
  - Creating Custom Dialogue Boxes