bestpracticetraining

MS Excel - Advanced Level

The course introduces delegates to the following:

- Creating, Maintaining, Filtering and using Subtotals in a List
- Recording, Assigning and Using Macros
- Creating and Using User-Defined Functions
- Performing "What If" Analyses
- Working with Scenarios
- Querying a Database
- Importing and Exporting Files and Data
- Protecting Data

Course Topics

Review Existing Knowledge

- Explore Users existing knowledge
- Explore users Work requirements

New Features in Excel 2013

- The Office Task Panes
- Smart Tags
- New Worksheet Features
- New Argument and Function Features
- Other New Features and Enhancements in Excel 2013

1: Working with Lists and Tables

- Creating Lists and Tables
- List v Table
- Maintaining a List/Table
- Editing Records Using the Data Form
- Filtering a List
- Using Subtotals in a List
- Creating and using Pivot Table Reports
- Creating Custom Views
- Using Spark Lines & Slicers
- Time lines

Course Topics continued:

2: Advanced Functions Revisited

- Review Current Knowledge
- Creating and Using Named Ranges
- Nesting Functions
- Getting help on Functions
- Using Text based Functions
- Working with Dates

3: Working with Macros and User-Defined Functions

- Recording and Using Macros
- Assigning Macros
- VBA – Editor Introduction
- Creating and Using User-Defined Functions

4: Advanced Analysis Tools and External Data

- Performing "What If" Analyses
- Working with Scenarios
- Querying a Database
- Importing and Exporting Files
- Protecting Data
- Using Data Validation
- Using Worksheet Protection
- Password Protecting a Workbook

Exam details

There is no exam at the end of this course.

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