



MICROSOFT EXCEL – ADVANCED

Course Duration: 1 Day

1. Advanced Formulas

- Using Names
- Using decision-making functions
- Creating nested functions
- Using financial functions

2. Lookups and Data Tables

- Working with lookup functions
- Using MATCH and INDEX
- Creating data tables

3. Advanced List Management

- Creating subtotals
- Validating cell entries
- Exploring database functions
- Working with data forms

4. PivotTables and PivotCharts

- Working with Pivot Tables
- Rearranging PivotTables
- Formatting PivotTables
- Working with PivotCharts

5. Exporting and Importing

- Using Paste Special
- Object Linking and Embedding
- Exporting and importing text files
- Querying external databases

6. Using Analytical Options

- Working with Goal Seek and Solver
- Working with the Analysis ToolPak
- Working with Scenarios
- Working with Views

7. Templates

- Creating Workbook Templates
- Default Templates
- Storing Templates

8. Using Macros

- Recording a Basic Macro
- Running a Macro
- Assigning a Macro to a Toolbar