

# Microsoft Excel Advanced

## OBJECTIVES

This course is designed to take delegates through performing complex data analysis, using complex formulae, importing and exporting of data and introducing them to recording macros.

**Duration:** 1 Day

### 1. **ADVANCED FORMULAS**

- Use Range Names
- Use decision-making functions
- Create nested functions
- Use financial functions

### 2. **LOOKUPS AND DATA TABLES**

- Work with lookup functions
- Use MATCH and INDEX
- Create data tables

### 3. **ADVANCED LIST MANAGEMENT**

- Create subtotals
- Validate cell entries
- Explore database functions
- Work with data forms

### 4. **PIVOTTABLES AND PIVOTCHARTS**

- Work with Pivot Tables
- Rearrange PivotTables
- Format PivotTables
- Work with Slicers
- Work with PivotCharts

### 5. **USING ANALYTICAL OPTIONS**

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

### 6. **TEMPLATES**

- Create Workbook Templates
- Default Templates
- Store Templates

### 7. **USE MACROS**

- Record a Basic Macro
- Run a Macro
- Assign a Macro to the Toolbar