

## MICROSOFT EXCEL - ADVANCED

### COURSE LISTING

This course is designed to familiarise the Student with the more advanced features of the package. Delegates should have completed an Introductory and Intermediate course prior to attending this course.

Duration: 1 Day

#### Pivot Tables

- Understanding Pivot Tables
- Creating a Pivot Table
- Editing, Moving and Deleting Fields
- Filtering Data
- Sub totals in Pivot tables
- Creating Groups
- Creating Calculated Fields
- Inserting Report Filters
- Showing Pages in a Pivot Table
- Updating Pivot Tables
- Use Slicers to Filter a Pivot Table

#### Sparklines

- What are Sparklines
- Creating Sparklines
- Modifying Sparklines
- Clearing Sparklines

#### Cell Styles

- Applying Styles
- Modify a Style
- Creating a Style
- Saving Styles
- Merging Styles from Other Workbooks

#### Templates

- Creating a Template
- Storing Templates
- Using Templates
- Editing Existing & Default Templates
- Inserting Sheet Templates

#### Startup Folders

- Using the XLSTART Folder
- Using Alternative Startup Folders

#### File Linking & Data Consolidation

- Creating linking Formula
- Opening & Updating Linked Worksheets
- Editing a Link
- Editing Arrays made with Paste Link
- Opening Target and Source Workbooks

#### Data Consolidation

- Data Consolidation by Position
- Consolidation by Category
- Creating Links and Consolidation

#### Sharing Workbooks

- Setting up Shared Workbooks
- Tracking changes
- Merging Workbooks

#### Outlining

- Creating an Outline
- Working in Outline
- Removing an Outline

#### The View Manager

- Creating a View
- Displaying a View
- Deleting a View

#### Embedding Objects In A Worksheet

- Inserting a Microsoft Word Document in a Worksheet
- Embedding Other Objects
- Linking Excel With Other Applications

#### Goal Seek

#### Scenario Manager

- Adding a Scenario
- Displaying Scenarios
- Merging Scenarios
- Creating a Scenario Report

#### Solver

- Using Solver
- Solver Reports

#### Worksheet Auditing

- The Audit Toolbar
- Tracing Precedents & Dependents
- Navigating and Removing Tracer Arrows
- Tracing Errors
- Adding/Deleting/Printing Comments

## Data Validation

- Specifying data restrictions and messages
- Copying data restrictions
- Circle incorrect values

## Macros

- Where are Macros Stored
- Absolute and Relative referencing
- Recording a Macro
- Running a Macro
- Assigning a Macro to a Button
- Assigning a Macro to a Keystroke

## Customising the Ribbon

- Add a Macro to the Quick Access Toolbar
- Adding a Group to an existing Ribbon Tab
- Removing Groups and Tabs
- Adding a Macro to the Ribbon

Note:

More advanced macro building + custom dialog boxes + customising menus appears on the Visual Basic course.

Due to time restrictions Goal Seek, Scenario Manager and Solver are not covered in this course unless specifically requested