# Microsoft Excel - Advanced

## Course Overview – 1-day course

### Are you looking to take your Excel skills to the next level?

Become an expert user of Excel, take your spreadsheets and data analysis to the next level.
You will learn how to better analyse and present your data using Excel spreadsheets. Create PivotTables and Pivot Charts, learn advanced Excel functions, and use a range of features to improve your spreadsheets.
_____

## Detailed Content

### Protecting Data
Understanding Data Protection
Providing Total Access to Cells
Protecting a Worksheet
Working With a Protected Worksheet
Disabling Worksheet Protection
Providing Restricted Access to Cells
Password Protecting a Workbook
Opening a Password Protected Workbook
Removing a Password From a Workbook

### Lookup Functions
Understanding Data Lookup Functions
Using VLOOKUP
Using VLOOKUP for Exact Matches
Using INDEX
Using Match
Using XLOOKUP

### Formula Auditing
Understanding Tracing Precedents
Understanding Tracing Dependents
Tracing Precedents and Dependents
Showing Formulas and Cell Arguments
Common Error Messages
Understanding Error Checking
Checking for Errors
Tracing Errors
Evaluating Formulas
Using the Watch Window
Working With Circular References

### Importing and Exporting
Understanding Data Importing
Understanding Text File Formats
Importing Tab Delimited Text

### PivotTables
Understanding Pivot Tables
Recommended Pivot Tables
Creating Your Own PivotTable
Defining the PivotTable Structure
Filtering a PivotTable
Clearing a Report Filter
Switching PivotTable Fields
Formatting a PivotTable
Understanding Slicers
Creating Slicers
Inserting a Timeline Filter

### PivotTable Features
Using Compound Fields
Counting in a PivotTable
Formatting PivotTable Values
Working With PivotTable Grand Totals
Working With PivotTable Subtotals
Finding the Percentage of Total
Finding the Difference From
Grouping in PivotTable Reports
Creating Running Totals
Creating Calculated Fields
Providing Custom Names
Creating Calculated Items
PivotTable Options
Sorting in a PivotTable

### PivotCharts
Inserting a PivotChart
Defining the PivotChart Structure
Changing the PivotChart Type

Using the PivotChart Filter Field Buttons
Moving PivotCharts to Chart Sheets

### Validating Data
Understanding Data Validation
Creating a Number Range Validation
Testing a Validation
Creating an Input Message
Creating an Error Message
Creating a Drop Down List
Using Formulas as Validation Criteria
Circling Invalid Data
Removing Invalid Circles
Copying Validation Settings

### Recorded Macros
Understanding Excel Macros
Setting Macro Security
Saving a Document as Macro Enabled
Recording a Simple Macro
Running a Recorded Macro
Relative Cell References
Running a Macro With Relative References
Viewing a Macro
Editing a Macro
Assigning a Macro to the Toolbar
Running a Macro From the Toolbar
Assigning a Macro to the Ribbon
Assigning a Keyboard Shortcut to a Macro
Deleting a Macro
Copying a Macro

## Supplementary Content

### Dynamic Array Functions
Using UNIQUE
Using SORT
Dynamic arrays in data validation
Using FILTER

### Referencing Tables and Pivot Tables
Understanding Structured References in Excel
Using Structured References within a Table
Using Structured References outside a Table
Additional reference exercises
Understanding PivotTable references
Using GETPIVOTDATA

### Get & Transform (Power Query)
Understanding Get & Transform
Opening Power Query
Understanding the Navigator Pane
Creating a New Query From a File
Creating a New Query From the Web
Understanding the Query Editor
Displaying the Query Editor
Managing Data Columns
Reducing Data Rows
Adding a Data Column
Transforming Data
Editing Query Steps
Merging Queries
Working With Merged Queries
Saving and Sharing Queries
The Advanced Editor

### Scenarios
Understanding Scenarios
Creating a Default Scenario
Creating Scenarios
Using Names in Scenarios
Displaying Scenarios
Creating a Scenario Summary Report
Merging Scenarios

### Solver
Understanding How Solver Works
Installing the Solver Add
Setting Solver Parameters
Adding Solver Constraints
Performing the Solver Operation
Running Solver Reports

### Data Tables
Understanding Data Tables and What-If Models
Using a Simple What-If Model
Creating a One-Variable Table
Using One-Variable Data Tables
Creating a Two-Variable Data Table

### Lookup Functions
Using HLOOKUP
Understanding Reference Functions
Using ROW and ROWS
Using COLUMN and COLUMNS
Using ADDRESS
Using INDIRECT
Using OFFSET

### Information Functions
Understanding Information Functions
Using the CELL Function
Using the ISBLANK Function
Using the ISERR Function
Using the ISODD and ISEVEN Functions
Using the ISNUMBER and ISTEXT Functions
Using the TYPE Function

### Maths Functions
Understanding Maths Functions
Using SQRT
Using ABS
Using INT
Using TRUNC
Using ROUND
Using ROUNDDOWN and ROUNDUP
Using ODD and EVEN
Using CEILINGMATH
Using MROUND
Using PRODUCT
Using SUMIF
Using SUMIFS
Using SUMPRODUCT

### Importing and Exporting
Importing From an Earlier Version
Importing Comma Delimited Text
Importing Space Delimited Text
Importing Access Data
Working With Connected Data
Unlinking Connections
Exporting to Microsoft Word
Exporting Data as Text
Inserting a Picture
Modifying an Inserted Picture

### Data Consolidation
Understanding Data Consolidation
Consolidating With Identical Layouts
Creating a Linked Consolidation
Consolidating From Different Layouts
Consolidating Data Using the SUM Function

### Summarising and Subtotalling
Creating Subtotals
Using a Subtotalled Worksheet
Creating Nested Subtotals
Copying Subtotals
Using Subtotals With AutoFilter
Creating Relative Names for Subtotals
Using Relative Names for Subtotals

### Grouping and Outlining
Understanding Grouping and Outlining
Creating an Automatic Outline
Working With an Outline
Creating a Manual Group
Grouping by Columns

### Recorder Workshop
Preparing Data for an
Application
Recording a Summation Macro
Recording Consolidations
Recording Divisional Macros
Testing Macros
Creating Objects to Run
Macros
Assigning a Macro to an Object

### Controls
Understanding Types of
Controls
Understanding How Controls
Work
Preparing a Worksheet for
Controls
Adding a Combo Box Control
Changing Control Properties
Using the Cell Link to Display
the Selection
Adding a List Box Control
Adding a Scroll Bar Control
Adding a Spin Button Control
Adding Option Button Controls
Adding a Group Box Control
Adding a Check Box Control
Protecting a Worksheet With
Controls