



## **Course Objectives Excel Advanced**

- ➔ **Create custom lists**
- ➔ **Use a variety of Text and Date functions**
- ➔ **Use logical functions AND and OR**
- ➔ **Nest functions If, AND and OR**
- ➔ **Apply conditional formatting across**
- ➔ **Insert and show comments**
- ➔ **Audit worksheets and track changes**
  
- ➔ **Use Error Checking and work with Error function**
- ➔ **Apply table formatting**
- ➔ **Link information to another workbook**
- ➔ **Use the Watch Window**
- ➔ **Save a workspace**
- ➔ **Use VLOOKUP function across workbooks**
- ➔ **Use Goal Seek**
- ➔ **Apply solutions using Solver**
- ➔ **Apply scenarios with the Scenario Manager**
- ➔ **Record a macro and assign to buttons and quick access toolbar**
- ➔ **View and edit visual basic code in a macro (time permitting)**
- ➔ **Create and use Excel forms (time permitting)**

## **Explanation / Example**

Store lists in Excel which can be produced on a mouse click when needed

Apply functions that will manipulate text values and dates eg: join text, calculate years between dates.

Perform many tests to find out if the result is true or false.

If when performing many tests above, if the result is true, enter your own text or calculations

Perform tests on data and if the result is true, colour the whole row in your chosen colour

Add comments to cells and display all the comments applied on the screen

Use auditing tools to find out which cells are used in a calculation or if they are dependent on a formula elsewhere. Track any changes being made to the data within a workbook.

Identify errors that are displayed in Excel. Write your own error messages.

Format dynamic ranges by using the built in table formatting

Build links between Excel spreadsheets

Monitor values in cells as they changed. Viewed in a separate window.

Saves the layout of all the Excel windows (workbooks) open so that it can be restored.

Search for data in a separate spreadsheet and return the values you need

Find the right input when you know the result you want

Analysis tool (add-in). Solver can resolve scheduling, budgeting and capital asset management problems.

Create and save different groups of values called scenarios

A recording of mouse clicks and keystrokes so that you can replay the macro whenever you need it.

The macro can be assigned to buttons or an icon on the Quick Access Toolbar for ease of use

Macros, when recorded, write Visual Basic Code. E.g. You can edit the code to produce message boxes or prompts for information from the user.

Produce Data Entry forms for users to fill in. Form objects include drop down lists, list boxes, buttons and check boxes. The information captured can be stored in a database.