



Microsoft Excel Advanced

Work with and Nest Functions

- Nest functions IF with AND / OR, VLOOKUP, VLOOKUP with MATCH and INDEX/MATCH
- Work with new functions SWITCH, CONCAT, TEXTJOIN, IFS and XLOOKUP (Excel 365 version)
- Apply DATE Functions
- Use and nest TEXT Functions

Work with Excel for Error checking and Entries

- Use Flash Fill
- Understand and manage Errors

Advanced Pivot Tables

- Grouping data
- Work with Filtering and Slicers
- Create calculated fields
- Using "values as"
- Adjust field settings
- Drill down and refreshing data
- Changing the Data source

What If Analysis Tools

- Use Goal Seek
- Create Scenarios with Scenario Manager
- Create Data Tables

Macros and Excel Forms

- Record a Macro
- Assign a Macro to the Quick Access Tool bar
- Assign a Macro to a Button
- Edit Visual Basic Code
- Create Excel Forms

Our course is entirely 'hands on' and is for anyone who wants to further their knowledge of Excel to an advanced level. It is a prerequisite to attend that you have a good knowledge of Excel and feel confident with those topics covered on our Intermediate level course.

