



Course Objectives Excel Advanced

- **Use a variety of Text and Date functions UPPER, LOWER, PROPER, CONCATENATE, DOLLAR, FIXED, TEXT, TRIM, LEFT, RIGHT, MID & Text to Columns, TODAY, NOW, DATEDIF, WEEKNUM, WORKDAY, NETWORKDAYS & Nesting functions**
- **Use Flash Fill (2013+)**
- **Use logical functions AND and OR**
- **Nest functions IF with AND / OR, VLOOKUP, VLOOKUP with MATCH and INDEX/MATCH**
- **Work with IFERROR and IFNA (2013+)**
- **Advanced Pivot Tables – recap basics, grouping, filtering and slicers, calculated fields, Field Settings, Drill down and refreshing**
- **Record a macro and assign to buttons and quick access toolbar**
- **View and edit visual basic code in a macro (time permitting)**
- **Use Goal Seek (time permitting)**
- **Apply scenarios with the Scenario Manager (time permitting)**
- **Create Data Tables (time permitting)**
- **Create and use Excel forms (time permitting)**

Explanation / Example

Apply functions that will manipulate text values and dates eg: join text, extracting parts of text, calculate years, months and days between dates.

We also introduce nesting functions after looking at the functions individually

Automatic filling of information in data patterns

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. Lookup information in a table and return back from column specified – to the right of left

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

Summarising data from Excel lists exploring some of the more advanced options to allow better manipulation of the data.

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.

Find an answer by changing a different cell

Create and save different groups of values called scenarios

Look at a range of answers based on a changing cell.

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.