
EXCEL ADVANCED (1 DAY COURSE)

ABOUT THE COURSE

This course will introduce you to more of the Advanced formulas you need in Excel to analyse and extract information out of a set of Data. It will also give you the tools to summarise data in more than one way. One of the most dynamic concepts is covered “PivotTables” – a must have tool if you are working with Data, as well as three different methods of consolidating. Another incredible tool called Slicers is introduced – a key element in Dashboards.

WHO SHOULD ATTEND

Users that work with Data, particularly a large set. A person that needs to take data and summarize it for reporting purposes. Users that need to nest formulas and manipulate data to get the results they need using formulas. The course is also for users that want that extra edge, using name ranges is a great way to achieve this.

DURATION – 1 DAY

SUMMARY OF KEY TOPICS COVERED

Name Ranges

Consolidate Multiple Workbooks [and Multiple sheets](#)

Linking Sheets

Working With Tables

Protection

Data Validation

[Goal Seek](#)

[Scenarios](#)

Conditional Formatting

Sub Total Function

Introduction To Macros

Filtering Data

[Pivot Tables – All You Need To Know](#)