

---

## **MS EXCEL ADVANCED COURSE OUTLINE**

This is a two-day course – The Facilitator works through practical examples and the Learners complete the examples with the Facilitator. Practical exercises are done to reinforce the Learners knowledge – it can be run as a one-day course, but exercises will not be completed, however the examples are still done with the Facilitator.

**NAME RANGES**  
**THE NAME BOX**  
**DEFINE A NAME BY USING A SELECTION OF CELLS IN THE WORKSHEET**  
**APPLY A NAME RANGE TO FORMULAS**  
**WRITE A FORMULA WITH A RANGE NAME**  
**DELETE A NAME RANGE**  
**CONSOLIDATING IN EXCEL**  
**CONSOLIDATE BY POSITION**  
**CONSOLIDATE BY CATEGORY**  
**DATA VALIDATION**  
**CREATING A DATA VALIDATION LIST**  
**DATA VALIDATION WITH A DATE**  
**CUSTOM VALIDATION**  
**APPLYING AN INPUT MESSAGE**  
**APPLYING AN ERROR ALERT**  
**VALIDATION CIRCLES**  
**ARRAY FORMULAS**  
**USEFUL FUNCTIONS**  
**THE SUBTOTALS FUNCTION**  
**INSERTING A PAGE BREAK BETWEEN EACH GROUP**  
**REMOVING SUBTOTALS**  
**NESTING SUBTOTALS**  
**FILTERING DATA**  
**ADDING FILTERING ARROWS TO A SPREADSHEET**  
**REMOVING FILTERS**  
**CLEAR THE FILTER FROM A SPECIFIC COLUMN**  
**CLEAR THE FILTER FROM ALL COLUMNS**  
**REMOVE ALL FILTERING ARROWS**  
**USE CUSTOM FILTERS FROM THE DROP DOWN MENU**  
**WHEN TO USE THE “AND” AND “OR” OPERATORS**  
**ADVANCED FILTERING**  
**CREATING A CRITERIA RANGE**  
**USE THE ADVANCED FILTER COMMAND**  
**USE THE ADVANCED FILTER COMMAND TO COPY TO A NEW LOCATION**  
**TEXT TO COLUMNS**  
**CONDITIONAL FORMATTING**  
**APPLYING CONDITIONAL FORMATTING TO CELLS THAT CONTAIN TEXT, NUMBERS OR DATE AND TIME**  
**EDITING A RULE**  
**REMOVING A RULE**  
**CONDITIONAL FORMATTING USING GRAPHICAL ELEMENTS**  
**DATA BARS**  
**COLOUR SCALES**  
**ICON SETS**  
**ADVANCED CONDITIONAL FORMATTING**  
**CREATING TABLES**  
**CHANGING THE TABLE STYLE**  
**ADDING A ROW OR COLUMN IN A TABLE**  
**USING FORMULAS WITHIN A TABLE**

**UPDATING A FORMULA**  
**DISPLAYING THE TOTAL ROW**  
**REMOVING DUPLICATE ROWS FROM A TABLE**  
**SLICERS**  
**CONVERTING A TABLE BACK TO A RANGE**  
**PIVOTTABLES**  
**CREATING A PIVOTTABLE**  
**THE PIVOTTABLE FIELD LIST**  
**CHANGING THE SUMMARY FUNCTION**  
**DISPLAYING THE FIELD LIST**  
**FILTERING A PIVOTTABLE**  
**CHANGING THE LAYOUT OF THE PIVOTTABLE**  
**UPDATING AND REFRESHING A PIVOTTABLE**  
**REFRESH DATA**  
**CHANGE THE SOURCE DATA**  
**TURNING A SPREADSHEET INTO A TABLE**  
**CHANGING THE NUMBER FORMAT**  
**SORTING THE PIVOTTABLE**  
**SORT ON A COLUMN THAT DOESN'T HAVE AN ARROW BUTTON**  
**COLLAPSING OR EXPANDING FIELDS**  
**SHOW REPORT FILTER PAGES (SEPARATE PIVOTTABLES)**  
**CALCULATING IN PIVOTTABLES**  
**CUSTOM CALCULATIONS (SHOW VALUE AS)**  
**CHANGING THE SUMMARY FUNCTION**  
**GROUPING DATES AND TIME**  
**SLICERS (PIVOT TABLES)**  
**UNGROUPING DATES AND TIME**  
**COPYING PIVOTTABLES**  
**CREATING A PIVOTCHART**  
**SCENARIO MANAGER**  
**TO CREATE THE DIFFERENT SCENARIOS**  
**WORKING WITH PROTECTION**  
**WORKSHEET PROTECTION**  
**UNLOCKING CELLS**  
**PROTECTING THE WORKSHEET**  
**REMOVE PROTECTION**  
**SAVING A WORKBOOK WITH A PASSWORD**  
**REMOVING A PASSWORD FROM A WORKBOOK**  
**CO-AUTHORING**  
**WHAT IS NEEDED FOR CO-AUTHORING**  
**INTRODUCTION TO MACROS**  
**RECORDING A MACRO**  
**RUNNING A MACRO**  
**ASSIGNING A MACRO TO AN ICON ON THE QUICK ACCESS TOOLBAR**  
**SHORTCUT KEYS**  
**QUICK SPECIAL CHARACTER**