



Education and Support for SharePoint, Office 365 and Azure
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COURSE OUTLINE

MICROSOFT EXCEL ADVANCED

Course Duration: 1 Day

Overview

The Microsoft Excel advanced course is designed for delegates who want to expand their knowledge and skills. Delegates will advance their skill set by learning how to audit and analyse worksheet data, utilize what if analysis tools, use advanced functions, create your own custom views, collaborate with others, and create and manage macros.

Audience

It is essential that the delegate has successfully completed the Excel Intermediate course or has gained similar knowledge within work environment using and applying the functionality detailed in the Excel intermediate outline.

Prerequisites

Delegates who attend this training should have a knowledge of creating pivot tables, creating advance charts, use of logical functions e.g. If, If nested, SumIf, CountIf, applying conditional formatting to spreadsheets, working with naming functionality within calculations. Delegate has attended the Excel Intermediate.

Objectives

After attending the training, you will be able to:

- Use Advanced Functions
- Use Group outlines
- Creating custom views
- Use What-if Analysis tool
- Create templates
- Create Macros
- Creating Subtotals
- Use Data validation
- Advanced filtering
- Use Formulas auditing
- Use advanced list management
- Co-authoring

The course will cover the following content

Introduction Recap

- Excel Tips and Tricks
- Relative and Absolute referencing
- Logical Function If and Nested If
- Pivot tables, Pivot Charts (Slicer and Timeline)

Using Advanced Functions

- Using SUMIFS function
- Using COUNTIFS function
- Using IF and IFS function
- Using Round function
- Using IsText, IsNum, IsBlank function
- Using AND function
- Using OR function
- Using NOT functions
- Using VLOOKUP function
- Using HLOOKUP function
- Using Array formulas

Group Outline

- Setting manual outline
- Setting an automatic outline
- Collapsing and expanding an Outline
- Modifying Outline settings
- Clearing an Outline
- Creating Subtotals in a List
- Removing Subtotals from a List

Creating custom views

- Using Views
- Creating a normal view
- Creating a custom view
- Displaying a custom view
- Deleting a view

What if analysis tools

- Goal Seek
- Using Solver
 - Restoring the original values
 - Changing a constraint
 - Creating a solver report
- Scenario manager
 - Creating a scenario
 - Displaying a scenario
 - Editing a scenario
 - Creating a scenario summary report

Creating templates

- Creating templates
- Using templates
- Editing templates
- Using online templates
- Deleting templates

Importing and Exporting data

- Import data into a Spreadsheet
- Export data to Other Applications

Advanced Filters

- Creating advanced filters
- Using a criteria range
- Showing All Records
- Using And condition
- Using an Or condition
- Copying Filtered Records
- Finding unique records
- Removing duplicates from a table
- Subtotal function with filters

Create subtotals

- Create Subtotal
- Functions in Subtotal
- Removing Subtotal

Working with Macros

- Creating simple macro
- Running a macro
- Assigning macro to quick access toolbar
- Assigning macro to spreadsheet button
- Relative and absolute macros

Data validation

- Creating data validations
- Creating Lists
- Creating a custom error message

Formula auditing

- Trace precedents
- Trace dependents
- Error tracing
- View invalid data
- Using watch window

Co-Authoring

- Share Workbook
- Manager workbook Access

Comments

- Inserting & deleting comments
- Review and edit comments
- Reply to comments
- Printing comments

Consolidating worksheet

- Creating consolidated worksheets
- Using Consolidated Worksheets
- Linking consolidated worksheets

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Microsoft Word – Introduction to Advanced
- Microsoft Excel – Advanced
- Microsoft Outlook Introduction
- Microsoft PowerPoint Introduction
- Microsoft Project Introduction
- Office 365 Power User
- Rapid Upskill for Office 365
- Power Automate
- Power Apps
- Power BI

SharePoint Power Users

- SharePoint Online Power User
- Nintex Workflow
- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track

