

It is recommended that students have attended an intermediate Excel course or have the skills and experience of topics covered in that course.

Pre-Requisites

It is recommended that students have attended or have knowledge of the topics covered in the Excel Intermediate course.

Duration

2 Days

Cost

\$600 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

Nesting Functions Workshop

- Scoping a Formula
- Developing a Nested Function
- Creating a Nested Function
- Editing a Formula with Nested Functions
- Copying a Formula with Nested Functions
- Concatenation

Text & Date Functions

- Text to Columns
- Concatenation
- Upper, Lower & Proper Functions
- Today, Now, Date Functions
- Day, Month & Year Functions

Outlining & Custom Views

- Creating an Automatic Outline
- Working with an Outline
- Creating a Manual Outline
- Custom Views Overview
- Creating Custom Views
- Modifying Custom Views

Hyperlinks

- Creating a hyperlink to an existing file or web page
- Creating a hyperlink to a place in the workbook
- Creating a hyperlink to create a new spreadsheet
- Creating a hyperlink to an email address
- Modifying a hyperlink
- Removing a hyperlink

Consolidation

- 3-D Functions
- Consolidating Data with Identical Layouts
- Consolidating Data with Different Layouts
- Consolidating Data using a PivotTable

Sharing Workbooks

- Using a Non-Shared Workbook
- Sharing a Workbook
- Working with a Shared Workbook
- Tracking Changes
- Accepting or Rejecting Changes

Scenarios

- Creating a Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report

Goal Seeking

- Goal Seek Components
- Using Goal Seeking

Data Tables

- Using a Simple What-If Model
- Creating a One-Variable Table
- Using One-Variable Data Tables
- Creating a Two-Variable Data Table

Solver

- Solver Overview
- Installing solver
- Using Solver

Advanced Filters

- Advanced Filter Concepts
- Using an Advanced Filter
- Extracting Records with Advanced Filter
- Using Formulae in Criteria
- Using Database Functions

Pivot Tables

- PivotTable Theory
- Creating a Simple PivotTable
- Adding a Row Field to a PivotTable
- Using the Page Field in a PivotTable
- Filtering Row and Column Values
- Formatting a PivotTable
- Counting with PivotTables
- PivotTable Summary and Display Options
- Show Data as Percentages in PivotTables
- Calculated Fields in PivotTables
- Calculated Items in PivotTables
- Creating a PivotChart

Recorded Macros

- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Running a Macro with Relative References
- Viewing a Macro Module
- Modifying a Recorded Macro

Excel Form Controls

- What Is A Form Control?
- The Form Toolbar
- Adding A Control To A Worksheet
- Assigning A Macro To A Control
- Using Form Controls Relative