



Excel 2010 Level 3 Advanced (Full day)

Excel Advanced

1 day

Is this course for you?

You are familiar with the topics in the **Excel Intermediate** course and now want to know how to enter more complex and effective formulas, analyse large sets of data and understand worksheet structure.

Pre-requisites

The course assumes that delegates are familiar with:

- using a mouse
- entering and editing data and saving files
- the topics covered in the **Excel Intermediate** course

Course duration

1 day

*This course is an alternative to half-day courses. It included elements of the **Analysing Data** and **Advanced Calculations** courses.*

Course objective

At the end of the course, you will be able to use a Pivot Table to analyse tables of data and produce reports. You will know how to build more complex formulas by nesting functions, how to consolidate data from multiple workbooks, how to use array formulae to speed calculations on very large worksheets and how to analyse worksheet structure with Formula Auditing tools. The course also introduces macros to automate repetitive tasks. A handout covering the main course topics will be provided.

Sharing workbooks

- Create a shared workbook
- Update your version with changes made by others

Protecting worksheets and workbooks

- Unlock cells to allow editing
- Protect worksheets and workbooks
- Allow users to edit a range of cells
- Encrypt a workbook

Use data from different locations

- Create a 3D formula
- Consolidate data

Analysing data with Pivot Tables

- Create a Pivot Table
- Re-pivot the table, using different fields
- Drill down to see underlying data
- Refresh a Pivot Table

Changing Pivot Table design and formatting

- Summarise data in different ways
- Use a Slicer to filter data
- Present results as percentages
- Analyse data by time period
- Create a Pivot Chart

Advanced functions

- Use the IF function
- Nest functions

Array formulas

- Create an array formula
- Edit an array formula

“What if” analysis

- Hit a target with Goal Seek

Excel Tables

- Create an Excel Table
- Add a calculated column
- Analyse data with the Totals row

Analysing formulas

- Use Excel auditing tools to examine worksheet structure
- Track down the source of an error
- Evaluate a formula step by step

Introducing macros

- Understand Excel security
 - Record a macro
 - Examine and edit macro code
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This is a provisional course outline and may change