

Microsoft Excel Advanced Workshop

Course Overview

This is an extension to our intermediate course for more regular users of Excel. We skip over some of the more basic functions and spend more time in the advanced ones.

Learning Objectives

At the end of the course participants will understand best practice to build spreadsheets and will have had the opportunity to explore some of the more advanced functions in more detail. They will have been introduced to expert features including Power Query and macros.

Prerequisites

This course is designed for people who are already building spreadsheets, they will be familiar with some functions and may be working with larger sets of data already to produce charts and pivot tables.

Participants are encouraged to share examples or questions on their current spreadsheets. Attendees are encouraged to practice afterwards to retain their learnings.

Module	Learning
Functions	<ul style="list-style-type: none">Using Functions to make formula construction faster (SUM, AVERAGE, MINIMUM, MAXIMUM & COUNT)Using AutoSum
Absolute vs Relative referencing	<ul style="list-style-type: none">What does absolute and relative referencing mean?
Best Practice Spreadsheet Setup	<ul style="list-style-type: none">Using the Name ManagerCreating Data ValidationLocking or Protecting Ranges
Logical Functions: IF Statement	<ul style="list-style-type: none">Create an IF StatementNested IF statements
Goal Seek	<ul style="list-style-type: none">What IF analysis using Goal Seek
Lookup Functions: VLookup or XLookup	<ul style="list-style-type: none">Create a V Lookup function.Create a X Lookup function
Quick Analysis	<ul style="list-style-type: none">Using the Quick Analysis tool set to create charts, sparklines, and apply conditional formatting
Format as Table	<ul style="list-style-type: none">Convert data to a TableFeatures and benefits of a tableSorting and Filtering in a Table
Conditional Formatting	<ul style="list-style-type: none">Using Conditional Formatting to highlight data

Module	Learning
Creating Charts	<ul style="list-style-type: none"> • Creating and editing a Chart • Creating a chart with a secondary axis • Embedding a char in Word or PowerPoint
Introduction to Pivot Tables	<ul style="list-style-type: none"> • Using a table to create a Pivot Table • Customising and configuring a Pivot Table
Introduction to Power Query	<ul style="list-style-type: none"> • Using Get and Transform to split, clean, and combine data
Macro Recorder	<ul style="list-style-type: none"> • Using macro recorder to automate steps