

# Excel Advanced

Discover best practice in the design and deployment of business spreadsheets and how to create user-friendly, automated spreadsheet solutions designed to be used by others. You will also learn to work with complex formulas and advanced analysis tools.

## Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: This course will suit you if you are an experienced Excel user who will be creating spreadsheet templates or automated solutions for others in the organisation to use.

Prerequisites: Successful completion of MCI Excel Intermediate courses or equivalent knowledge and skills are required to participate in this course.

## Learning Outcomes

At the end of this program you will be able to:

- Use Link formulas
- Consolidate data
- Use Data Validation and Auditing tools
- Protect worksheet data
- Automate routine tasks with Macros
- Use Logical, Lookup, Financial and Text Functions
- Use Goal Seek, Scenario Manager and Solver

## Course Content

### Data linking

- Linking between worksheets and workbooks
- Updating links between workbooks

### Data consolidation

- Consolidating data
- Creating an outlined consolidation

### **Validating data**

- Creating and testing a validation
- Creating an input and error message
- Creating a drop-down list
- Circling invalid data

### **Protecting data**

- Protecting a worksheet and workbook
- Providing restricted access to cells

### **Recorded Macros**

- Setting Macro security
- Recording and running a simple Macro
- Editing and deleting a Macro
- Assigning a Macro to the ribbon and keyboard shortcut

### **Logical Functions**

- Using IF to display text and calculate values
- Nesting IF Functions
- Using IFERROR, AND, OR and NOT

### **Lookup Functions**

- Using CHOOSE, VLOOKUP, and HLOOKUP
- Using INDEX, and MATCH
- Using ROW, ROWS, COLUMN AND COLUMNS
- Using ADDRESS, INDIRECT and OFFSET

### **Financial Functions**

- Using PMT, FV and NPV

### **Text Functions**

- Using PROPER, UPPER and LOWER
- Using CONCATENATE
- Using LEFT, RIGHT MID and LEN

### **Advanced analysis tools**

- Using Goal Seek
- Creating Scenarios
- Using Solver