

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