

# **Meteor IT**

## **Training Course Outline**

### **Microsoft Excel – Advanced I**

**Duration: 3 hours**

#### **Overview and pre-requisites**

This course is intended to address the most complex spreadsheet demands. Several advanced features are used for getting the most information out of large data sources with the least effort. A brief introduction to the language of Visual Basic through recorded macros will enable trainees to automate some routine tasks and spend more time on the important decisions.

Attendees will be frequent users of Excel, highly confident in using many functions and features, and particularly will already have a solid understanding of:

- Excel's interface, file structure and data storage; managing worksheets
- Defining and using Names
- Cell and number formats, conditional formatting, format painter and Paste Special
- Using complex logic, summary, date and error-trapping functions
- Lookup functions (such as MATCH, INDEX, VLOOKUP)
- Find, GoTo, AutoFilters, sorting data
- Creating forms, saving as templates, validating data
- Multiple-series charts with custom layout and formatting
- Simple Pivot Tables

#### **Specific topics to be covered**

Attendees will be shown a variety of techniques to improve their efficient use of some of Excel's more advanced features. Using a variety of example files, they will learn how to:

- Use Advanced filters
- Create and use custom number formats to highlight data
- Use Database functions such as DSUM and DCOUNT
- Use OFFSET and INDIRECT to retrieve data from specified locations or worksheets
- Produce rolling summaries using OFFSET and COUNT (eg sales for the last 4 weeks)
- Create flexible Pivot Tables and Charts – sorting, showing selected data (eg top 10)
- Use calculated fields in Pivot Tables, and GetPivotData function to retrieve data
- Use the Goal Seek tool to help with “what if?” analysis
- See how changes to a value affects other cells elsewhere using the Watch function
- Trace dependent and precedent cells to troubleshoot formulae