

Course Name

Microsoft Excel Advanced

Course Duration

One Day

Course Objectives

This course is suitable for experienced users who wish to learn how to use the advanced features of Microsoft Excel. The course is 100% hands-on, with exercises to help the trainees practice the new skills they learn.

Course Content

- **Working with Multiple Worksheets**
 - Inserting, moving, renaming, copying & deleting worksheets
 - Making changes to multiple worksheets
 - Creating formulae linking data on multiple worksheets
- **Working with Multiple Workbooks**
 - Copying and moving data between workbooks
 - Creating formulae linking data in separate workbooks
 - Working with workspace files
- **Excel Templates**
 - Creating a new template
 - Changing the default template style
 - Creating a new workbook based on a template
- **Scenarios**
 - Create a Scenario
 - Display a Scenario
 - Create a Scenario Summary Report
- **Advanced Excel Functions**
 - Using the VLOOKUP, IF and IFERROR functions
 - Using the COUNTIF(S) and SUMIF(S) functions
- **Customising Excel**
 - Creating and displaying Views
 - Creating and using a Custom AutoFill
 - Outlining a worksheet
- **PivotTables and PivotCharts**
 - Creating PivotTables & PivotCharts
 - Changing the layout of a PivotTable or PivotChart
- **Macros**
 - Record a simple Macro

Prerequisites

Microsoft Excel Intermediate , or equivalent level of knowledge.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**