

Advanced Microsoft Excel

Training course outline

Teaches a range of advanced features, and techniques for improving speed and efficiency when working with spreadsheets.



Course summary

Explores advanced features in Excel, including:

- PivotTables/Charts
- Data Analysis
- Working with the Web and external data
- Macros
- Advanced LOOKUP
- Document collaboration
- Customising Excel

Duration

One day.

Who should attend?

Anybody who wants to take their use of Microsoft Excel to the next level. Delegates should be familiar with the fundamentals of Excel, i.e. have attended *Intermediate Excel* training or have equivalent knowledge.

In-class or live online

You can attend this course in-person at any of our centres, or participate online from your place of work or home.

To read about our approach to online training, see armada.co.uk/live-online-training.

General information

Courses are hosted by highly experienced trainers who are subject matters experts.

Advanced Microsoft Excel training is arranged on-request, i.e. one-to-one training or a 'closed course' for your group. This means that the training can be:

- Provided when it suits you.
- Adapted to reflect your work.

Whilst attending training at our centres, delegates have the use of a computer running licensed Microsoft Excel software to practice the techniques taught.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

Course materials and certificate

Delegates receive:

- Comprehensive training materials.
- An e-certificate confirming successful completion of an *Advanced Microsoft Excel* course.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates to learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with their trainer.

After course support

Following *Advanced Microsoft Excel* training, you're entitled to 30 days' email support from your trainer.

Further information

For further details, see armada.co.uk/course/microsoft-excel-training. For a quote and details of our availability, please contact us.

Course syllabus

See over.



Excel



Course syllabus

Session	Topics
Working with PivotTables	<ul style="list-style-type: none">Creating a PivotTableSpecifying PivotTable DataChanging a PivotTable's CalculationFiltering and Sorting a PivotTableWorking with PivotTable LayoutGrouping PivotTable ItemsUpdating a PivotTableFormatting a PivotTableCreating a PivotChartUsing SlicersSharing Slicers Between PivotTables
Analysing Data	<ul style="list-style-type: none">Creating ScenariosCreating a Scenario ReportWorking with Data TablesUsing Goal SeekUsing SolverUsing Text to ColumnsGrouping and Outlining DataUsing SubtotalsConsolidating Data by Position or CategoryConsolidating Data Using Formulas

Session	Topics
Working with the Web and External Data	<ul style="list-style-type: none">Inserting a HyperlinkImporting Data from an Access Database or Text FileImporting Data from the Web and Other SourcesWorking with Existing Data Connections
Working with Macros	<ul style="list-style-type: none">Recording a MacroPlaying and Deleting a MacroAdding a Macro to the Quick Access ToolbarEditing a Macro's Visual Basic CodeInserting Copied Code in a MacroDeclaring Variables and Adding Remarks to VBA CodePrompting for User InputUsing the If...Then...Else Statement
Customising Excel	<ul style="list-style-type: none">Customizing the RibbonCustomizing the Quick Access ToolbarUsing and Customizing AutoCorrectChanging Excel's Default OptionsCreating a Custom AutoFill ListCreating a Custom Number Format