

Advanced Microsoft Excel

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Microsoft Excel Advanced Techniques and Tools

This course is designed to take your Excel skills to the next level. You will learn advanced techniques like using complex formulas, creating pivot tables, working with macros, and managing large data sets efficiently. Whether you're preparing reports, analysing data, or automating tasks, these tools will save you time and help you work smarter. Perfect for anyone looking to boost their productivity and confidence in Excel.

Advanced skills for everyday Excel success

This course helps you build advanced Excel skills that make your daily work easier and more efficient. You will discover how to use powerful formulas, create pivot tables, automate tasks with macros, and manage data like a pro. Whether you're analysing reports or organising information, these skills will boost your confidence and productivity every day.

Ready to master advanced Excel skills?

- Learn advanced Excel functions and formulas
- Create and use pivot tables to analyse data
- Automate tasks with macros
- Manage large data sets efficiently
- Improve daily productivity with practical Excel skills

Learning Outcomes

- Automate routine spreadsheet tasks using macros
- Analyse and manage large datasets professionally
- Build interactive reports and dashboards
- Integrate data from different sources for insights

- Apply Excel to advanced business decision-making

Who Should Enrol

- Experienced Excel users wanting expert-level skills
- Business professionals and data analysts
- Admin staff handling detailed reports
- Learners aiming to use Excel in business management
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^ Description

This online course is for learners ready to become Excel experts. It offers practical training in automation, business data analysis, and advanced spreadsheet techniques. You will build skills that support productivity, decision-making, and reporting in demanding work environments.

Course Content

^ Unit 1: Formula basics

- Formula basics
- Types of formula errors
- Fixed referencing

^ Unit 2: Logical functions

- Logical test
- IF formula
- OR formula
- AND function
- IFERROR formula

^ Unit 3: Lookup function

- VLOOKUP
- MATCH formula
- Using the MATCH formula to populate the column index number

- INDEX
- OFFSET
- Using the VLOOKUP to fix data with mapping tables
- Using a True or 1 in a Vlookup

^ Unit 4: Reporting formulas

- The address formula
- Pivot tables
- Count using pivot tables and using pivot tables to generate lists
- Updating values in a pivot table and adding multiple values
- Using calculated fields in pivot tables
- Changing the look and feel of pivot tables (totals, classic view, formatting)
- Splitting pivot tables into multiple sheets and grouping data
- Retrieving the field list when lost
- Creating dashboards from pivot tables (Graphs and slicers)
- The sumifs function
- Recording macros and using macros to improve reporting
- The INDIRECT formula

^ Unit 5: Text formulas

- FIND formula
- CONCATENATE formula
- LEFT, RIGHT and MID formulas
- TRIM functions
- PROPER/ LOWER and UPPER formulas
- SUBSTITUTE formula
- VALUE formula
- LEN formula

^ Unit 6: Dates

- Understanding dates and dynamic dates
- Converting text to dates with formulas
- The NETWORKINGDAYS formula
- The END OF MONTH formula
- Working with time
- The TEXT formula and dates

^ Unit 7: Financial functions

- PMT function
- IPMT function
- FV function
- NPV function
- IRR function

^ Unit 8: Other

- Using the find and replace option to edit formulas
- Use conditional formatting to do reconciliations and find duplicates
- Countif formula and using countif to number data
- Goalseek

^ Unit 9: Google sheets

- Google sheets
- More Google sheets
- IMPORTRANGE function
- Google forms
- Manipulating a table
- Adding a new record
- Modify the design of a database table
- Sorting and searching for records in a database table

^ Accreditation

- Non-accredited: Short course only
- Duration: 6h 00m
- Delivery: Classroom/Online/Blended
- Access Period: 12 Months

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