



Microsoft Excel Advanced

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Duration 1 Day

Format Instructor Led

Overview

The Excel Advanced course looks at some of the more advanced features of MS Excel. There is a section on complex formulas which can be customised depending on the requirements of the delegates on the day. There is a major focus on pivot tables and also Power Pivot which is an add on in the MS Excel 2010 and 2013 versions which allows for combining files into one linked pivot.

Also explored are the new features of 2013 including the data model and more graphical tools such as slicers.

Objectives

On completion of this course, participants will be able to do the following:

Content

Getting Most From Your Data

- Outlining & Grouping Data
 - o Lesson 1.1
 - o Data>Group>Auto Outline
 - o Ungroup>Clear Outline
- Manual Grouping
 - o Data>Group
- Data>Subtotal
 - o Skill Sharpener 1.1

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- Scenarios
 - o Data>"What if" > Scenario analysis.
 - o Lesson 1.1
 - o Merging / Report (Summary)
- File>Options>Add Ins>Analysis Tool Pak
 - o File>Options>Add Ins> Manage Excel Add ins> Go
 - o Tools
- Data Analysis Tools
 - o Correlation
 - o Random Number Generator
 - o Rank & Percentile
 - o Euro Converter>Formulas>Euro Conversion
- What if
 - o Data Table> Skill Sharpener 1.3
 - o Goal Seek/Lesson 1.3
 - o Solver
 - o Lesson 1.4
- Insert > Hyperlinks

Advanced Excel Tasks

- Advanced Functions
 - o PMT, FV
 - o Practise2_PMT
- IF, AND, OR, NOT, ISERROR, FALSE, TRUE



- o Practise4_IF
- VLOOKUP Function
 - o Approx (True) Exact (False)
 - o Lesson 4.2
 - o Using as An Array
- Practise4_Arrays
- Custom AutoFill Lists
 - o File>Options>Advanced> Custom Lists>Web Options
- Linking, Consolidating and Combining Data
 - o Practise9_Consolidate

Pivoting Data

- Getting started
 - o Insert>Pivot Table
 - o Lesson 2.3
- Working with Pivot Table Data
 - o Expanding/Filtering
 - o Collapsing/Auto & Custom Filter
 - o Sorting/Grouping
 - o Changing Data Source
- Formatting a Pivot Table
 - o Using Pivot Tools - Option & Design
 - o Options > Field Settings Must be Clicked on Field
 - o Classic PivotTable Layout

- o Options> Display> Classic Pivot Table
- o Lesson 2.4
- Advanced Tasks
 - o Insert> Slicer
 - o Lesson 2.5 XML
- Using Power Pivot
 - o Lesson 2.6 Access & Excel
 - o Combine in Power Pivot & Create Pivot

Charting Pivot Data

- Pivot Charts
 - o Insert>Pivot Chart
 - o Practise1_Pivots or Lesson 2.3
 - o Pivot Chart Tool Tab
 - o Design/Layout Format/Analyse
- Formatting a Pivot Chart
 - o Advanced Pivot Chart Tasks
 - o Import Lesson 3.4 XML
 - o Insert>PivotTable>Pivot Chart
 - o Insert>Slicer
 - o Slicer Tools/Options - Selection Pane

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