

MICROSOFT EXCEL ONLINE

ADVANCED – 5 webinars x 1.5 hours

OVERVIEW

This course is designed to follow-on from MS Excel Intermediate. Having already familiarised yourself with the most efficient way of performing everyday tasks, and having covered some intermediate topics, it is now time to build on that knowledge. Useful functions such as IF and V & XLookups are covered in addition to Pivot Tables & Pivot Charts and an Introduction to Macros.

EXCEL 6: DATES / PROTECTING CONTENT / DATA VALIDATION

- Working with Dates
 - Understanding how Excel sees dates
 - Calculating difference between 2 dates
 - The TODAY Function
 - Calculating Age
 - EOMONTH / ISONUMBER
 - Using the Text Function with dates
 - Text to Columns to convert date format
- Protecting worksheets, workbooks & restricting input.
 - Data Validation - Text, Numbers, Drop-Down List.
 - Locking cells and enforcing protection
 - Password protecting workbooks

EXCEL 7: MORE ON FUNCTIONS (PART ONE)

- Grouping and Outlines
- Working with the Subtotals
- SUMIFS / MINIFS / MAXIFS / AVERAGEIFS / COUNTIFS
- Writing and Understanding the IF Function
 - Writing a basic IF Statement
 - Using IF with AND / OR / IS Functions
 - Created Nested IF Functions.
- Using the IFS Function

EXCEL 8: MORE ON FUNCTIONS (PART TWO)

- Creating and working with named ranges.
- VLOOKUP Function
- IF Error function revisited
- Index and Match
- XLOOKUP – Excel 2019 / 365 only
 - Basic XLOOKUP
 - XLOOKUP – [if_not_found] argument
 - Search Mode argument

EXCEL 9: PIVOT TABLES & PIVOT CHARTS

- Creating and understanding a basic Pivot Table
- Filtering Data
- Refreshing a Pivot Table / Refresh automatically on opening
- Using the Pivot Table Design Ribbon
- Resizing columns and preserving column widths
- Grouping Dates / Grouping Fields
- Using Slicers with Pivot Tables
- Creating / Modifying Calculated Fields
- Creating and Modifying Pivot Charts

EXCEL 10: MACROS

- Recording simple macros
- The VB Editor
- A brief explanation of VBA code
- Assigning macros to buttons
- Building a macro to open a file and copy data
- Using variables
- Assigning macros to the Ribbon