Microsoft Excel
Level Two - Advanced
1-Day Programme

This course is designed to follow-on from MS Excel Level Two (Intermediate). Having already familiarised yourself with the most efficient way of performing everyday tasks and now that you have mastered the more frequently used intermediate topics, it is now time to build on that knowledge.

Managing lists and exploring the best way of displaying your data is covered, from working with tables & slicers up to creating and working with Pivot Tables and Pivot Charts. Useful functions such as IF and VLOOKUP and the new XLOOKUP are covered in addition to automating tasks using basic Macros. It is recommended that you firstly attend the Excel Level Two (Intermediate) course prior to attending this advanced course if you are not already fully familiar with the Intermediate topics.

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

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

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
→ Goal Seek and Scenario Manager

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

MACROS

→ Recording simple macros
→ Playing simple macros