

1 DAY

EXCEL- ADVANCED



Corporate IT Course

LEARNING OUTCOMES

- Create and apply named ranges to simplify formulas, improve clarity, and speed up navigation across worksheets
- Use lookup functions (such as VLOOKUP and HLOOKUP) to find and retrieve data efficiently
- Solve problems using Goal Seek, testing scenarios and determining required input values to achieve desired results
- Work efficiently with Pivot Tables, including summarising, analysing, and presenting data dynamically
- Record macros and assign them to buttons to automate repetitive tasks and streamline workflows
- Link objects and data between different applications, integrating Excel with other tools for more powerful reporting and analysis

COURSE OVERVIEW

Take your Excel skills to the next level with this hands-on course designed for users ready to master data analysis, automation, and professional reporting. Learn to work efficiently with named ranges, lookup functions, advanced formulas, and data validation, while creating dynamic Pivot Tables, dashboards, and interactive reports. Automate tasks with macros, protect your workbooks, and use Goal Seek and consolidation tools to solve complex problems with confidence. **Prerequisites:** Delegates must have attended an Excel Intro/Inter course, or have an equivalent working knowledge of Excel

TOPICS COVERED IN THIS COURSE

Course Overview

Build advanced Excel skills for data analysis, automation, and reporting, building on existing knowledge of formulas, functions, and data management.

Named Ranges

Define, navigate, and apply named ranges in formulas to simplify calculations and improve workbook clarity.

Lookup Functions

Create lookup tables and use VLOOKUP, MATCH, INDEX, and XLOOKUP to retrieve data efficiently with exact or approximate matches.

Additional Functions and Data Tools

Use text and date functions, plus tools like Text to Columns, to clean, manipulate, and prepare data for analysis.

Data Validation and File Linking

Create validation lists, including dynamic INDIRECT lists, and link data across workbooks while managing updates and refreshes.

Advanced Pivot Tables and Dashboards

Enhance Pivot Tables with field items, sets, distinct counts, Slicers, and Timelines, and use the Camera Tool to create interactive dashboards.

Protection and Custom Formats

Protect sheets and workbooks with defined access levels, and apply custom number, currency, and date/time formats for professional reporting.

Macros, Goal Seek, and Consolidation

Record macros, assign them to buttons or keystrokes, and use Goal Seek, Solver, and consolidation tools to automate tasks and solve complex problems.