

Microsoft Excel – Advanced

Description: This course is dedicated for people who prepare extensive compilations or data analyses in the Microsoft Excel program. The topics learnt during the course enable work optimisation using advanced database and data analysis tools. The course also focuses on using functions including the embedding method.

Duration: 16 hours

Initial requirements: Completion of the course: Microsoft Excel - Intermediate or an equivalent level of knowledge.

For whom: People from the accounting, financial, sales, marketing, administration and logistics departments.

Module: Advanced database tools (MSEX05)

- 1) **Advanced filter**
- 2) **Subtotal**
- 3) **Pivot tables**
 - a. A. Creation
 - b. B. Modifying field properties
 - c. C. Percentage
 - d. D. Grouping of data
 - e. E. Calculating fields
- 4) **Slicer**
- 5) **Timing charts**
 - a. A. Linear
 - b. B. Column
 - c. C. Profit / Loss
- 6) **Consolidate**
- 7) **Data Table**
- 8) **Grouping and creating outlines**

Module: Functions (MSEX06)

- 1) **Logical**
 - a. IF
 - b. AND
 - c. OR
 - d. IFERROR

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- 2) Math**
 - a. SUM
 - b. ROUND
 - c. RANDBETWEEN
 - d. MOD
 - e. SUMIF

 - 3) Statistical**
 - a. AVERAGE
 - b. MIN
 - c. MAX
 - d. And more

 - 4) Lookup and Reference**
 - a. VLOOKUP
 - b. HLOOKUP
 - c. CHOOSE
 - d. COLUMN
 - e. ROW

 - 5) Database**
 - a. DCOUNT
 - b. DMAX
 - c. DMIN

 - 6) Text**
 - a. LEFT
 - b. RIGHT
 - c. MID
 - d. &, CONCATENATE
 - e. CLEAN
 - f. TRIM
 - g. LEN
 - h. PROPER, UPPER, LOWER
 - i. FIND

 - 7) Info**
 - a. ISERROR
 - b. ISEVEN
 - c. ISODD
 - d. ISBLANK
 - e. INFO

 - 8) Financial**
 - a. PMT
 - b. FV
 - c. IPMT
 - d. PPMT

 - 9) Date and Time**
 - a. TODAY
 - b. NOW
 - c. WORKDAY

10) Nesting functions

Module: Tools (MSEX07)

- 1) **Scenarios**
- 2) **Goal seek**
- 3) **Protection**
 - a. Protect Sheet
 - b. Protect workbook
 - c. File access protection
- 4) **Solver**
- 5) **Histogram**

Module: Charts (MSEX08)

- 1) **Customize the chart**
 - a. Change of source data.
 - b. Scale modification
 - c. Change the chart type for a single data series.
- 2) **Combining graph types**
- 3) **Create a chart based on several ranges**

Module: Macros (MSEX10)

- 1) **Macro recording**
- 2) **Creating icons to run a macro**
- 3) **Create your own command cards**