

## Advanced Microsoft Excel

The lifeblood of any organisation is quality information. Whether it be for statutory reporting or key business decision making, the ability to acquire accurate and timely figures is essential. Powerful spreadsheets can make this process tick like clockwork by automating the number-crunching ensuring that less time is needed to get results.

### This course is designed for:

Excel users wishing to attain advanced skills to automate and control program features. People with specific requirements not suggested below can opt for a fully customised session. You will be expected to have an understanding of spreadsheets, being able to perform the skills listed in our earlier courses.

### Training Objectives

#### How you and your organisation will benefit

*Upon completion of this course you will be able to:*

- ❖ Set up and link data
- ❖ Produce dynamic summaries
- ❖ Analyse information
- ❖ Construct more complex calculations
- ❖ Automate common tasks
- ❖ Protect the integrity of operational worksheets

### Course Outline

#### Organising Data

- ❖ Import and Set Up Data
- ❖ Formatting Techniques
- ❖ Naming Cells and Ranges
- ❖ Array formula

#### Analysing Information

- ❖ Advanced Filtering
- ❖ Auditing
- ❖ Pivot Tables
- ❖ Pivot Charts
- ❖ Scenarios

#### Calculation

- ❖ Text Functions
- ❖ Using Functions
- ❖ Nested Functions
- ❖ Linking

#### Automation

- ❖ Macros
- ❖ Sheet and Cell Protection
- ❖ Tracking Changes
- ❖ Templates