

**Duration** 1 day

### Pre Requisites

Delegates should first attend the Microsoft Excel Introductory and Intermediate courses or have attained a similar level of expertise.

### Objectives

By the end of this one day course delegates will feel confident in their ability to use the more advanced features of Excel including lookup tables, advanced formulae, templates, working with lists and macros

### Versions Available

97  
2000  
XP  
2003  
2007

### Further Learning

Excel VBA

### Course Content

- **Advanced Functions**
  - Summing Conditionally
  - Lookup Tables
  - Using the ISNA function
  - Text Functions
- **Outlining and Views**
  - Outlining a Worksheet
  - Creating Worksheet Views
  - Full Screen
- **Controlling Data Input**
  - Data Validation
  - Creating Templates
  - Conditional Formatting
  - Auditing a Worksheet
- **Templates & Sharing**
  - Creating a Template
  - Adding a Comment
  - Tracking Changes
- **Working with Lists**
  - Text to Columns
  - Using the Data form
  - Entering Subtotals
  - Removing Duplicates
  - Advanced Filtering
- **PivotTables**
  - Creating PivotTables
  - Formatting the Pivot Table
  - Calculations in PivotTables
  - Grouping & Ungrouping
  - Creating a PivotChart
- **Macros**
  - Recording a Macro
  - Viewing Macros
  - Adding a Macro to the Ribbon
  - Assigning a Macro to an Object
  - Accessing the Developer Tab