

Duration 1 day

Pre Requisites

Delegates should first attend the one-day Microsoft Excel Introductory course 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 some of the more advanced features of Excel, such as linking spreadsheets, worksheet protection, charts and advanced formulae such as IF and IFERROR.

Versions Available

97, 2000, XP, 2003, 2007, 2010

Further Learning

Excel Advanced

Course Content

- **Naming and Round**
 - Naming Ranges
 - Preventing Rounding Errors
- **Conditional Functions**
 - Operators
 - Using Text in IF Statements
 - Testing for Errors
 - Other Information Functions
 - Using the CELL function
 - Creating Multiple IF Statements
 - Using AND and OR
- **Date Calculations**
 - Basic Date Calculations
 - Using the Weekday function
 - Calculating the difference between dates
 - Adding days, weeks or months
 - Calculating Working days
- **Using DATEDIF**
 - Formatting a Date
 - Add-In Functions
- **Working with Multiple Worksheets**
 - Creating a new Worksheet
 - Selecting Cells across Worksheets
 - Entering a Formulae across Worksheets
 - Using Group Edit
 - Using Paste Link
 - Splitting a Worksheet into Panes
 - Saving a Workspace
 - Fixing Worksheet Titles
 - Copying and Moving between Worksheets
 - Data Consolidate
- **Protection & Proofing**
 - Spell Check & Thesaurus
 - Adding Comments
 - Protecting Areas of the Worksheet
 - Protecting the Sheet
 - Sharing Workbooks
- **Sorting & Filtering**
 - Formatting Data as a Table
 - Sorting
 - Using AutoFilter
- **Conditional Formatting**
 - Highlight Cell Rules
 - Top/Bottom Rules
 - Databars
 - Colour Scales
 - Icon Sets
- **More on Charts**
 - Changing the Chart Type
 - Formatting Charts
 - Adding Arrows
 - Adding Trendlines
 - Using a Secondary Axis
 - Adding Labels
- **Additional Features - Illustrations**
 - Pictures
 - Clip Art
 - SmartArt
 - Text Box
 - WordArt