

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/Macros

Course Content

- **More Formulae**
Summing Conditionally
Lookup Tables
Using the ISNA function
Text Functions
- **Views and Reports**
Outlining a Worksheet
Creating Worksheet Views
Printing Reports
- **Controlling Data Input**
Data Validation
Creating Templates
Conditional Formatting
Auditing a Worksheet
- **Templates & Sharing**
Adding a Comment
Tracking Changes
Sharing Workbooks
- **Working with Lists**
Using the Data form
Entering Subtotals
Advanced Filtering
Creating PivotTables
Formatting the Pivot Table
Creating a PivotChart
- **Customisation**
Editing an Existing Toolbar
Creating a New Toolbar
Recording a Macro
Running a Macro