



Microsoft Excel – Advanced

About this course

This course can act as a follow on from the intermediate excel course or as a standalone. Keeping in line with the current trend in data analytics, this course will cover the excel database functionality and introduce participants to analytics and visualisations that can link to the database functionality. What if analysis will be introduced – enabling participants to use scenarios for business decision making. Students will be introduced to Macro's. Finally participants will be introduced to how excel can be used in conjunction with other business applications and software. Real live examples from industry domains will be used.

Duration: 1 day

Learning outcomes

Upon completion of this course participants will be able to:

- Perform advanced analytics using excel
- Create complex formulae
- Create and use a more diverse range of excel functions: mathematical, statistical, financial, text, lookup and date/time
- Analyse data using scenarios
- Create full data analytics, visualization and decision making models
- Share workbooks
- Perform advanced pivot table functionality
- Understand excel macro functionality

Who should attend

This course is suitable for those who have completed the excel Intermediate course. Or those who are experienced excel users who wish to gain formal training, in the area of business and decision making analytics starting with excel.

If you have not attended our Intermediate excel course a pre-course questionnaire may need to be filled out. This will enable us to enhance the overall class experience.

Course syllabus

Module 1: Recap of Basics

- Recap of the excel intermediate course.

Module 2: Functions Advanced Options

- Advanced IF statements (incl., nested IF statements)
- Advanced SUMIF, AVERAGEIF, MAXIF, COUNTIF, ISERROR
- Advanced VLOOKUP and HLOOKUP

Module 3: Databases with Excel

- Getting data from other sources
- Sorting Records and filtering records
- Creating an Automatic Outline
- Sub-totalling lists
- Text to column, flashfill and removing duplicates
- Data validation
- Database Functions using consolidation options
- Exploring what if analysis

Module 4: Advanced Charts and Drawing

- Charts that aid business analytics and decision making,
- Preparing data for advanced charting
- Chart within a chart
- Changing shapes on charts

Module 5: Advanced Pivot Tables

- Slicers
- Timelines
- Tabular view
- Calculated fields

Module 6: Dashboards

- Introduction to Dashboards
- Layout options
- Building templates
- Making dashboards interactive

Module 7: Project

- Creating an interactive dashboard from data using pivot tables and visualization and function options learnt in this programme. This dashboard will be a template for participant's business usage.