

Course Name: Microsoft Excel Advanced

Synopsis

Take your Excel skills to the next level with our Advanced Microsoft Excel course by a certified Microsoft Excel specialist. Throughout the course, you will learn advanced techniques for data manipulation, analysis, forecasting and visualization. From complex formulas and functions to powerful data analysis techniques, you will gain the expertise needed to handle large datasets with ease. By the end of the course, you will have the skills and confidence to tackle complex data challenges, automate tasks using macros and VBA (Visual Basic for Applications), and leverage Excel as a powerful tool for business intelligence and data-driven decision-making.

What You Will Learn

- **Excels Conditional Function:** Dive into a world where your spreadsheets adapt magically using IF/SUMIFS/COUNTIFS and the AND/OR dynamic duo functions for logic mastery
- **Excels Lookup Function:** Uncover hidden insights with LOOKUP functions and find the missing pieces with ease and let them be your guide to navigating through mountains of data effortlessly
- **Excel's Text Based Function:** Unleash the power to Extract, Refine, and Showcase text like a Pro with Excels TEXT functions
- **Auditing Excel Worksheet:** Dive into your Data jungle fearlessly, armed with Excel's Auditing Features to Track Changes, find Errors, and ensure accuracy with ease
- **Protecting Excel's Worksheets and Workbook:** Keep prying eyes at bay by safeguarding your Valuable Data like a Pro using Excel's powerful Worksheet and Workbook Protection Features
- **Excel's What-If Analysis:** Unlock the Power of Prediction and Transform your Data into insights by diving into Scenarios, test hypotheses, and explore possibilities with Excel's dynamic What-If Analysis tools

- **Recording and Editing Macros:** Harness the magic of Automation and watch tedious tasks vanish with Excel Macros

Who Should Attend

The Excel Advanced course is beneficial for anyone who wants to become proficient in using Excel's advanced features and functionalities to improve efficiency, accuracy, and decision-making in their professional or academic endeavours.

Prerequisite

The Excel Advanced course is designed for individuals who already have a good understanding of Excel basics and are ready to take their skills to the next level.

Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

1 day - 9am - 5pm

Course Structure

Session 1: Excel Conditional Functions

Whether you're analysing data, creating reports, or automating tasks, mastering Excel's conditional functions allows you to manipulate and process data with precision and efficiency.

- Working With Excel Named Range
- Advantages and Disadvantages of Excel Named Range

- Using Excel IF Function
- Nesting IF Function with AND & OR
- Using Excel COUNTIFS Function
- Using Excel SUMIFS Function
- Using Excel IFERROR Function

Session 2: Excel's Lookup Function

Using Excel's powerful LOOKUP functions, participants will learn a range of skills that empower them to efficiently search, retrieve, and manipulate data within their spreadsheets while understanding the limitation and advantage of different lookup functions.

- Excel's VLOOKUP Function
- Excel's HLOOKUP Function
- Excel's INDEX Function
- Excel's MATCH Function
- Combining INDEX and MATCH Function (1D and 2D)

Session 3: Excel's Text Function

By mastering text extraction techniques using the Excel TEXT function, participants will gain valuable skills in data manipulation, text processing, and automation.

- Using Excel's LEFT, MID, RIGHT Function
- Using Excel's LEN Function
- Using Excel's SEARCH Function
- Concatenating & Splitting Text in Excel

Session 4: Auditing an Excel Worksheet

By mastering Excel's auditing tools and techniques, participants will gain valuable skills in data validation, error detection, formula auditing, and compliance management within Excel worksheets.

- All different Error Types and Rectifying it
- Trace Precedents and Trace Dependents
- Evaluate and deciphering formulas in Excel

Session 5: Protecting Excel's Worksheets and Workbook

Participants will have a comprehensive understanding of Excel's security features and best practices for protecting and securing worksheets and workbooks.

- Protecting Specific Cells in Excel's Worksheet
- Using the Edit Range to allow Edit of Specific Cells
- Protecting Excel Workbook and Structure

Session 6: Excel What-If Analysis

Participants will learn how to use powerful tools and techniques to explore different scenarios, perform simulations, and analyse the impact of changes on their data models.

- Working with Excel's Goal Seek Tool
- Working with Excel's Solver Tool
- Building 1D Data Tables
- Building 2D Data Tables
- Creating Scenarios in Excel

Session 7: Automating Repetitive Tasks in Excel with Macros

Leverage macros to save time, reduce errors, and increase productivity in daily Excel workflows.

- Understanding Excel's Macros
- Activating the Developer's Tab in Excel
- Recording a Macro
- Editing a Macro
- Assigning Button to Run a Macro