

Microsoft 365 - Excel Advanced (Level 1)

1 Day Course

Overview

This course predominantly is mathematics based concentrating on the use of complex formulae and logic within formulae. It also covers some less used but still useful advanced features.

Audience

Users who need to use and explore more complex formulas that will make Excel 'do the work' for them.

Course Objectives

At the end of this course, delegates will be aware of the capabilities and uses of some of the more advanced functions within Excel.

Prerequisites

You should be able to follow spoken and written instructions clearly and be comfortable carrying out maths and logic calculations as the course has large elements of mathematical and technical content. To that end you must have attended the Excel Intermediate course (or have equivalent experience).



Course Contents (1 day)

- Using Logic
 - IF statements and nested IF's
 - IFS
 - Conditions - AND/OR/NOT
 - IFERROR
 - SUMIF/s; COUNTIF/s; AVERAGEIF/s
 - Lookup Tables
 - Range Names review
 - VLOOKUP (range and exact match's)
 - XLOOKUP
 - INDEX and XMATCH
 - Conditional Formatting
 - Using logical parameters
 - Using date ranges
 - Using formulas
 - Using Mixed CELL references
 - Data Validation
 - Dynamic and Data dependent lists – OFFSET, INDIRECT
 - String Functions
 - Joining Text and Cells together (&)
 - LEFT, MID, RIGHT, LEN, FIND, TRIM, SUBSTITUTE, VALUE, TEXTBEFORE, TEXTAFTER
 - Useful Functions
 - Using mixed references
 - SUMPRODUCT, RANK
 - Calculations using Dates and Times e.g. DATEDIF, TEXT, WEEKNUM
 - Text to Columns feature
 - Find and Remove duplicates
 - Advanced Charting
 - Adding non-adjacent data
 - Mixing chart types
 - Using dual Y-axis
 - Adding Trendlines
 - Bar of Pie; Pie of Pie
- Optional Topics (time permitting)**
- Importing Data
 - Import data from text files (Import Wizard)
 - Hyperlinks - to link a cell, sheet, document or web page
 - Useful Add-ins
 - Printing grouped worksheets

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.