

Microsoft 365 - Excel Super User

1 Day Course

Overview

This course introduces delegates to a number of advanced features of data management including 'What-if' data analysis tools, form creation tools, customisation and Macro automation as well as exploring some of the less commonly used features of the product.

Audience

Power users who need to enhance their existing knowledge and explore some of the less frequently used features of Excel.

Course Objectives

At the end of this course, delegates will be aware of some of the uses of the more sophisticated features of Excel.

Prerequisites

Delegates must have attended our Excel Intermediate course (or have equivalent knowledge and experience).



Course Contents (1 day)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Templates <ul style="list-style-type: none"> ○ Creating, using and editing a template ○ Read Only files • Useful Features <ul style="list-style-type: none"> ○ Creating custom views ○ Summarising data using outlining tools ○ Customising Ribbons ○ Workbook Protection • Forecasting Tools <ul style="list-style-type: none"> ○ Goal seek ○ Scenario Manager ○ Data Tables (1 and 2 way) ○ Solver • What is a Table? <ul style="list-style-type: none"> ○ Create/Edit/Format tables ○ Dynamic table charts / Pivot Tables ○ Printing tables feature ○ Using slicers ○ Totals in Tables ○ Structured reference formulas • Number/Date Formatting <ul style="list-style-type: none"> ○ Creating bespoke number formats ○ Creating bespoke date formats | <ul style="list-style-type: none"> • Managing Formula <ul style="list-style-type: none"> ○ Tracing precedents and dependents ○ Tracing errors ○ Evaluating formulas ○ Using the Watch Window • Advanced Pivot Tables <ul style="list-style-type: none"> ○ Grouping / Timelines ○ Adding calculated fields ○ Slicing multiple Pivot tables ○ Adding conditional formatting ○ % Difference from • Create custom forms for users to fill out using: <ul style="list-style-type: none"> ○ Check boxes, option buttons, combo boxes, lists and spinners • Macro Basics (Desktop only)
(Macros are covered fully on the Excel VBA course) <ul style="list-style-type: none"> ○ What is a macro? ○ Security levels ○ Record a simple macro ○ Create a macro ribbon <ul style="list-style-type: none"> ▪ Add/Remove a tab and icon ▪ assign a macro to a icon ○ Deleting macros |
|--|---|

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.