

# Advanced Microsoft Excel



## Designed for:

This interactive Microsoft Excel Advanced training course is designed for participants who would like to enhance their understanding and knowledge of Excel to an advanced level. It takes those attending through the topics listed in the learning objectives below to increase efficiency in their everyday work.

## Teaching Approach:

This course gives the participants a direct, interactive demonstration of the advanced features of Microsoft Excel.

## Requirements:

Previous experience of Microsoft Excel is required to an intermediate level of competency.

## Course Material:

Demonstration files and support pdf documentation will be distributed in advance of the course. Files will be compressed in a .zip folder and these will need to be saved locally beforehand.

## Duration:

This course can be delivered over 1 day onsite, or 3 x 2 hour sessions online.

## Intermediate Microsoft Excel Learning Objectives:

- Excel Options
- Protecting Worksheets
- Protecting the Workbook Structure
- Password Protecting Workbooks
- Importing Data from External Files (A basic introduction to Get & Transform / Power Query)
- Working with Links to External Excel Files
- Grouping Data
- Data Subtotals
- Data Consolidation
- Scenarios
- Pivot Tables (Create and Modify)
- Pivot Charts
- Data Validation
- Worksheet Controls:
  - Combo Boxes
  - Spin Buttons
  - Option Buttons
  - Grouping Option Buttons
- Recording a Macro (A basic introduction to macros)
- Running a Macro
- Deleting a Macro

