

Course: Microsoft Excel Advanced

Duration: One Day

Course Contents:

1: Dealing with large data lists Using Autofilter Using Subtotal function Using subtotals Using multiple subtotals	4: Working with Databases Using Dsum Using Data Validation Using Sumif function
2: Templates Creating templates Using templates Automating use of templates	5: Pivot Tables Pivot Tables Pivot Table Example Pivot Table Toolbar
3: Lookup and Input Table The Lookup Function Vlookup Hlookup	6: Nested & Advanced Functions If Statements Goal Seek Advanced date calculations

Course Objectives: Delegates will learn advanced Excel features allowing them to manage databases and manipulate stored data. Completing this level will be enough to use Excel as an efficient flat file database.

Who should attend: Competent Excel users who are facing difficulties in some of their spreadsheet aspirations and who want to create databases.

Experience Needed: Delegates should have attended the Intermediate course or be competent Excel users regularly using complex functions and formulae.

Cost: The fee for the course is fully inclusive of certificate, student manual, lunch and refreshments throughout the day.

Support: Each trainee will receive six months free telephone support after the course. This is available during office hours.