



## Rock Solid Training Course Profile

# Microsoft Excel Advanced

One Day Course

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### Who is this training course suitable for?

Our Microsoft Excel Advanced course is suitable for those with a sound working knowledge of Excel who wish to progress to the most complicated functions and features.

### Prerequisites

A working knowledge of Excel or our Excel Intermediate course.

### Benefits

At the end of this course you will have a complete understanding of the higher functions of Excel. You will be able to perform the most advanced calculations and functions, manipulate data using pivot tables and 'advanced' analysis, record macros and integrate with other office applications. You will then be qualified to progress to the **VBA course for Excel**.

### Course Syllabus

#### Working with Advanced Formulas

- Using names
- Using decision-making functions
- Creating nested functions
- Using financial functions

#### Lookups and Data Tables

- Working with lookup functions
- Creating data tables

#### Advanced List Management

- Creating subtotals
- Validating cell entries
- Exploring database functions

#### Working with PivotTables and PivotCharts

- Working with PivotTables
- Rearranging PivotTables
- Formatting PivotTables
- Working with PivotCharts Exporting and Importing

#### Exporting and importing text files

- Querying external databases

#### Using Analytical Options

- Working with Goal Seek and Solver
- Working with scenarios
- Working with views

#### Working with Macros

- Running and recording a macro
- Viewing VBA code
- Function procedures

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