

## Microsoft Excel Advanced (Level 2) 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 Advanced Level 1 course (or have equivalent knowledge and experience).



### Course Contents (1 day)

#### Templates

- Creating, using and editing a template
- Read Only files

#### Useful Features

- Creating custom views
- Summarising data using outlining tools
- Customising Ribbons
- Workbook Protection

#### Forecasting Tools

- Goal seek
- Scenario Manager
- Data Tables (1 and 2 way)
- Solver

#### Array formulae

- Simple Arrays
- Arrays using criteria
- Frequency function
- Dynamic Arrays

#### Managing Formula

- Tracing precedents and dependents
- Tracing errors
- Evaluating formulas
- Using the Watch Window

#### Advanced Pivot Tables

- Grouping / Timelines
- Adding calculated fields
- Slicing multiple Pivot tables
- Adding conditional formatting
- % Difference from

#### Number/Date Formatting

- Creating bespoke number formats
- Creating bespoke date formats

#### Create custom forms for users to fill out using:

- Check boxes, option buttons, combo boxes, lists and spinners

#### Macro Basics (Desktop only)

*(Macros are covered fully on the Excel VBA course)*

- What is a macro?
- Security levels
- Record a simple macro
- Assign shortcut keys
- Create a macro ribbon
  - 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.