Excel Advanced Fast Track

Available in Office 365, 2016, 2013 & 2010

ITS SmartStyle Training

Practical Functions
- Logical Functions (IF, AND & OR)
- Statistical Functions (COUNTIF & SUMIF)
- Lookup & Reference Functions (VLOOKUP & H LOOKUP)
- Text Functions

Data Validation ★
- Validating Text, Values, Dates & Lists
- Validation Input Messages
- Error Message Alerts
- Locating Invalid Data

Introducing Pivot Tables
- Creating a Pivot Table
- Sorting, Grouping & Filtering Pivot Data
- Drill Down on Pivot Data ★
- Summarise Value Fields

Automating Spreadsheets with Macros ★
- Recording & Running Macros
- Deleting a Macro
- Macro Virus Protection

Duration: 1 Day

Target Audience:
Users who need to be able to build, analyse and report on a range of spreadsheets models including using IF functions, Lookup functions and pivot tables.

Objectives:
By the end of the course users will be able to create sophisticated spreadsheets, which include complex functions. They will be able to utilise analysis tools to summarise and extract data. The use of macros will facilitate the automation of tasks.

Prerequisites:
A thorough grounding in building multiple sheet workbooks which include functions, such as Min, Max, Average and simple IF's.

★ **Feature not supported in Excel online**