



Course Outline Microsoft Excel Advanced

The skills and knowledge acquired in Microsoft Office - Excel Advanced are sufficient to be able to use and operate the software effectively.

At the completion of this course you should be able to:

- use logical functions to test whether a statement is true or false
- use a variety of data validation techniques
- use a range of lookup and reference functions
- create summaries in your spreadsheets using subtotals
- understand and create simple PivotTables
- construct and operate PivotTables using some of the more advanced techniques
- create recorded macros in Excel

Microsoft Office - Excel Advanced assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Contents

Logical Functions

- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

=IF(B7>10,"Bigger","Smaller")				
D	E	F	G	H
	IF	AND	OR	NOT
	=IF(B7>10,"Bigger","Smaller")			
	IF(logical_test, [value_if_true], [value_if_false])			

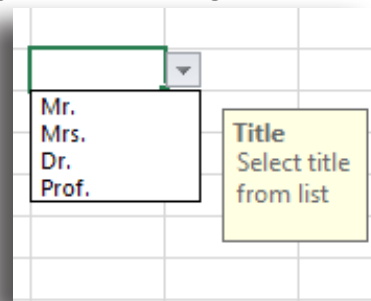
Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing Data Validation
- Creating an Input Message
- Creating an Error Message
- Creating Drop-Down Lists
- Using Formulas as Validation Criteria

Circling Invalid Data

Removing Invalid Data Circles

Copying Validation Settings



Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX

Quantity	Price	Deposit	Total Cost
2	=VLOOKUP(B7,Items_List,3,FALSE)		
1	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])		
2	£237.80	22%	£370.97
1	£677.00	12%	£595.76



Using MATCH

Understanding Reference Functions

Using the new XLOOKUP

Using the new #SPILL Functions

Summarising Data

Summarising Data Features

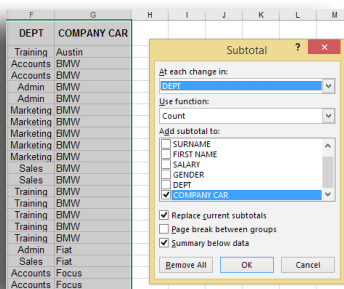
Subtotalling a List

Using a Subtotalled Worksheet

Creating Nested Subtotals

Copying Subtotals

Practice Exercise



PivotTables

Understanding PivotTables

PivotTable Basics

Working with the PivotTable Field List

Creating the PivotTable

Adding Fields to a PivotTable

Value Field Settings

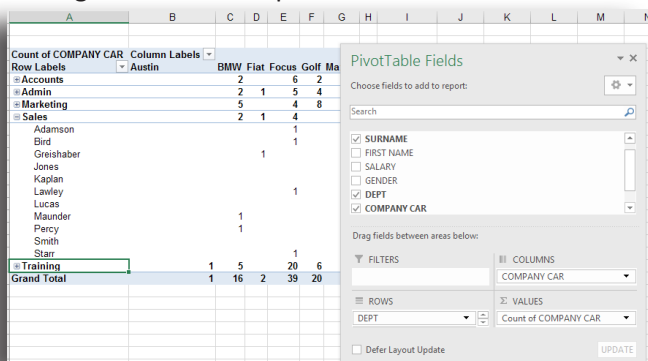
Applying a Filter to a PivotTable

Changing the PivotTable Report Layout

Manipulating PivotTable Detail

Creating A PivotChart

Creating a PivotTable Report



PivotTable Techniques

Using Compound Fields

Counting In A PivotTable

Formatting PivotTable Values

Working With PivotTable Grand Totals

Working With PivotTable SubTotals

Finding The Percentage of Total

Finding The Difference From

Grouping In PivotTables

Creating Running Totals

Creating Calculated Fields

Providing Custom Names

Creating Calculated Items

PivotTable Options

Sorting In A PivotTable

Recorded Macros

Understanding Excel Macros

Setting Macro Security

Saving A Document As Macro Enabled

Recording A Simple Macro

Running A Recorded Macro

Relative Cell References

Running A Macro With Relative References

Viewing A Macro

Editing A Macro

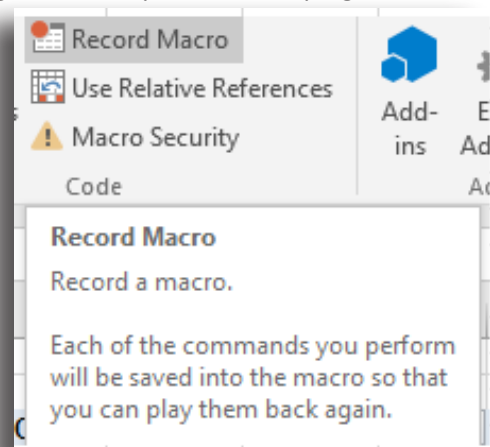
Assigning A Macro To The Toolbar

Running A Macro From The Toolbar

Assigning A Keyboard Shortcut To A Macro

Deleting A Macro

Copying A Macro Tips For Developing Macros



Concluding Remarks