Microsoft Excel
Advanced

📅 Duration: 1 day
👥 Ideal Group Size: 6-8 people

Course overview

Our experts will show you how to transform disorganised data into useful information along with the skills to quickly make professional spreadsheets. You will learn how to automate tasks with macros, bring together multiple data sources, troubleshoot complex formulas and lots more.

Topics covered

Refresher on VLOOKUP's and Tables

Text manipulation
- Understanding text formulas
- Format data using Text to Columns
- Annotate Text from lists
- Remove formatting within cells

Consolidation
- Bringing multiple data sources together
- Connecting data to external sources including PowerBI

Working with the web and external data
- Inserting a hyperlink
- Importing data from an access database or text file
- Importing data from the web and other sources
- Working with existing data connections

Customising Excel
- Customising the ribbon
- Customising the quick access toolbar
- Using and customising autocorrect
- Changing Excel's default options
- Creating a custom autofill list
- Creating a custom number format

Analysing data
- Creating scenarios and scenario reports
- Working with data tables
- Using goal seek
- Using solver
- Using text to columns
- Grouping and outlining data
- Using subtotals
- Consolidating data by position or category
- Consolidating data using formulas

Working with macros
- Recording, playing and deleting a macro
- Adding a macro to the quick access toolbar
- Editing a macro's visual basic code
- Inserting copied code in a macro
- Declaring variables and adding remarks to vba code
- Prompting for user input
- Using the if…then…else statement

Working with data ranges
- Sorting by columns, colours and icons
- Sorting by a custom List
- Filtering data and using an advanced filter
- Creating a custom autofilter

Delivery methodology (Face-to-face or virtual delivery)

Small groups
Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one
We also provide one-to-one 90 minute individual support workshops.

Tailored sessions
Talk to us about designing bespoke workshops for your team!

Related courses
- Microsoft Excel – Basic
- Microsoft Excel – Intermediate

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