

Excel Advanced – Sample Course Outline

Duration: One Day

This course is for you if you are confident with the essentials and need to learn techniques for using advanced formulae and perform in-depth data.

What will be covered?

- ✔ Naming ranges for formulas
- ✔ Logical functions
- ✔ Text and date functions
- ✔ Lookup functions
- ✔ Data analysis with PivotTables

Features Covered

Naming Ranges

- Creating range names
- Using range names in formulae
- Editing range names

Lookup Functions

- Naming ranges to prepare the data
- Performing a VLOOKUP and XLOOKUP
- Working with Index and Match functions

Text and Logical Functions

- Splitting text into columns
- Joining text
- Using parts of text values in formulae

Logical functions

- Using the Function Wizard
- Using the IF function
- Using the AND & OR functions
- Using SUMIF and COUNTIF functions
- Nesting functions

IS Functions

- Testing for text, numbers, blanks and errors

Data Analysis with PivotTables

- Building a PivotTable
- Amending a PivotTable
- Recalculating PivotTables
- PivotCharts

Working with Dates

- Date functions
- Using dates in formulae

Whatif Analysis

- Goal seek
- Scenarios
- Solver

Dynamic Array Functions (Office 365 only)

- Working with arrays
- The 6 dynamic array functions