

Microsoft Excel - Advanced

Using logical functions

- Naming ranges
- The IF function (recap)
- Creating nested IF functions
- AND and OR functions
- Combining logical functions

Working with lookups

- The VLOOKUP function
- The HLOOKUP function

Advanced list management

- Using data validation
- - Setting criteria for entry of text, values and dates
- - Creating a dropdown list

Using database functions

- - Setting up criteria
- - DSUM
- - DAVERAGE
- - DCOUNT

PivotTables and PivotCharts

- Using the PivotTable Wizard
- Rearranging PivotTables
- Using the PivotTable toolbar
- Creating PivotCharts
- Using Slicers to manipulate PivotTables

Using analytical options

- Using Goal Seek
- Using the Solver add-in
- Working with scenarios
- - Creating and saving scenarios
- - Viewing scenarios

Macros

- Creating macros
- Using the macro recorder
- Viewing and editing macro VBA code

** Course content can be modified to suit your organisation*



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