



Microsoft Excel Advanced

Overview

This course is aimed at those wishing to gain the skill sets necessary for retrieving and analysing data from multiple data source types. It looks at summarising information using Pivot Tables and Pivot charts and organising in a Dashboard.

Target Audience

This course introduces the user to the more advanced features of Microsoft Excel to attain proficiency as a competent Excel user and report creator.

Working with PivotTables

- Creating a PivotTable
- Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating a PivotTable
- Formatting a PivotTable
- Creating a PivotChart
- Using Slicers
- Sharing Slicers Between PivotTables

Analysing Data

- Creating Scenarios
- Creating a Scenario Report
- Working with Data Tables
- Using Goal Seek
- Using Text to Columns
- Grouping and Outlining Data
- Using Subtotals
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas

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
- Using Power Query to Transform Data
- Merge and Append Queries



New Functions

- XLOOKUP()
- Dynamic Arrays
SORT(), FILTER(), UNIQUE(), HSTACK(), VSTACK()

Customizing Excel

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Excel's Default Options
- Creating a Custom AutoFill List
- Creating a Custom Number Format