

Microsoft Excel - Advanced

This course provides users with the knowledge to use the more complex features of Excel. It is designed to give an insight into some of the more advanced features in Excel and will be of particular interest to those who want to build or work with financial models, carry out detailed data analysis and automate tasks by recording macros.

What-if Analysis

- Using the Scenario Manager
- Creating and editing scenarios
- Creating a Scenario Report
- Using Goal Seek
- Using the Solver

Data Tables

- The single-variable data table
- The two-variable data table
- Adding conditional formatting

Working with Outlines

- Applying an outline
- Automatic outlining
- Displaying and collapsing levels
- Modifying outline settings
- Creating subtotals

Analysing Data with Pivot Tables

- Creating a pivot table
- Defining the source range
- Inserting, moving and deleting fields
- Showing and hiding fields
- Grouping and ungrouping fields
- Renaming fields
- Defining field properties
- Formatting a pivot table
- Refreshing a pivot table
- Drilling down

Excel Macros

- About macros and VBA
- Macro security
- Recording macros
- Running a Macro
- Absolute and relative references
- Saving and distributing macros
- Assigning a macro to a button
- Editing macro code
- Automatic macros