**Advanced Excel 2013 Training**

**AGENDA**

**9.30am More Complex Charts – multiple axes, QA buttons**

**10.15am Date functions**

**10.45am Coffee break**

**11.00am Using Logical functions (AND, OR)**

**Using Text functions (e.g. CONCATENATE, LEFT, MID)**

**11.45am Advanced Filtering of a list. Unique Lists.**

**12.30pm Lunch**

**1.15pm Absolute references in Problem Solving**

**Advanced IF function**

**Vlookup and nested VLOOKUP – ranges.**

**2.15pm Data Validation – Lists and Values**

**2.45pm Coffee Break**

**3.15pm Pivot Tables and Charts – Slicer, Date lines**

**Simple macros. Editing Macros**

**4.00pm Close**