Advanced Excel

Objective

The objective of this course is to enable the trainee to understand more complex Excel activities used by an experienced Excel professional. These will include the creation of complex charts, advanced filtering, text and logical functions for problems resolution and the analysis of unique lists. We will also cover nested statements, VLOOKUPs, Pivot Tables and Macros.

Key Content

- More Complex Charts
- Date and Time functions
- Using Logical functions
- Using Text functions
- Advanced Filtering of a list. Unique Lists
- Advanced IF function – problem solving
- VLOOKUP and nested VLOOKUP – ranges
- Data Validation – Lists and Values
- Absolute references in Complex Problem Solving
- Pivot Tables and Charts
- Simple macros. Editing Macros