MSC Computer Training

Training Course Specification
Course: Excel Advanced (Versions 1997 to 2016)
Duration: 6 hours

Aims and Objectives of the workshop	Delegates will build on basic knowledge of a spreadsheet application or the fundamentals and move on to more complex formulae and other more advanced Excel features. At the end of the workshop delegates will feel confident in using the more advanced aspects of Excel
WHO SHOULD ATTEND:	People who are fully conversant with using formulae in an excel
EXPERIENCE NEEDED:	Delegates should be fluent in the use of multiple sheets, absolute references and other Excel formulae.

Course Content[1]

Using **Pivot tables** to analyse data quickly

Use **VLookup** functions to locate data in tables

How to protect Formulae

Use **Named Ranges** to simplify function analysis

Explore unusual functions such as

HLookup/Concatenate/Logical and time and date functions/Text functions

Use **Advanced Conditional Formatting** to format whole rows

Validate data entry to restrict the value of data inserted into cells and use drop down lists to ensue consistent data entry

Related courses: Excel Introduction, Excel Intermediate

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[1] You can choose from the list to create your own course