



Microsoft Excel Advanced

Pre-requisites

To have a working knowledge of subjects covered in Intermediate Excel session or to have attended Optimise Consultancy Intermediate Excel session

Course Objectives

This course aimed at power users of Excel, to build on subjects learned in Intermediate course and expand knowledge and use of features for data analysis. It will help users develop automation routines with the use of macros and to use multiple workbooks to enhance their use of Excel

Course Content

0930hrs to 1630hrs

<ul style="list-style-type: none">• Use audit tools to<ul style="list-style-type: none">○ Find formula that refer to specific cells○ Find errors• Resolve conflicts<ul style="list-style-type: none">○ Handle errors○ Understand errors• Extract data• Create custom formats<ul style="list-style-type: none">○ Using styles• Use data validation<ul style="list-style-type: none">○ For data input○ Drop down list○ Warning messages• Import from other applications<ul style="list-style-type: none">○ Import from access○ Import from text files	<ul style="list-style-type: none">• Saving templates• Multiple workbooks<ul style="list-style-type: none">○ Link workbooks○ Merge workbooks○ Grouping worksheets• Data analysis tools<ul style="list-style-type: none">○ Creating scenarios○ Goal seek○ Solver○ Data consolidation• Data forms• Working with macros<ul style="list-style-type: none">○ Record and run macros○ Edit macros• Customise / create toolbars
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