

Microsoft Excel (Advanced)

This course provides delegates with an understanding of the most advanced features of MS Excel. It is suitable for delegates who wish use this very powerful spreadsheet application to save time when calculating, displaying & sharing data.

We also offer courses for basic/intermediate level Excel users.

Course Content

- **Absolute Cell Addressing**
- **Naming Cells & Ranging**
 - Range Names & Using Names in Formulas
- **Data Consolidation**
 - Linking Worksheets with Formulas
 - Linking Workbooks
- **Conditional Functions**
 - Introduction to IF
 - Using Nested Ifs, SumIf and CountIf
- **Lookup Functions**
 - Using Vlookup & Hlookup
- **Conditional Formatting**
 - Setting up Conditional Formats
- **Data Validation**
 - Using the Data Validation Feature
- **Working with Data Lists**
 - Sorting & Filtering
- **Pivot Tables**
 - Creating & Modifying a Pivot Table
 - Creating Charts from the Pivot Table
- **Outlining**
 - Grouping Columns and Rows
- **Themes**
 - Creating & Using Themes

Course Duration

2 Days

Booking & Enquiries

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