

## MS EXCEL ADVANCED

These topics are to serve as a guide only. You can elect the topics most relevant to your needs. If you are unsure, a qualified specialist is available to assist in the selection process.

### **Objective:**

To build on your previous knowledge and look at advanced features of calculations, data comparison and provide an introduction to Macros.

### **Essential:**

Before you attend this course it is recommended that you complete the Intermediate course or its equivalent.

#### **Module 1**

##### ***Templates***

Use Existing Templates  
Create a Template  
Template Wizard

#### **Module 2**

##### ***Functions***

Arrays  
Nested  
Lookup  
Intersecting cells  
Consolidating Data  
External Links

#### **Module 3**

##### ***Data Analysis***

Subtotalling  
Outlining  
Goal Seek  
Solver  
Scenarios

#### **Module 4**

##### ***Workbook Tools***

Conditional Formatting  
Validation Rules  
Track Changes  
Auditing

#### **Module 5**

##### ***Pivot Tables***

Creating Pivot Tables  
Modifying Pivot Tables  
Creating a Pivot Chart  
Modifying Pivot Charts

#### **Module 6**

##### ***Macros***

Creating Macros  
Viewing Macro Code  
Assign a Macro to a Toolbar  
Customize the Toolbar