

Excel Advanced Techniques (Modules 5-9)

5 Managing Workbooks

- ◆ Moving Around in Workbooks
- ◆ Inserting, Deleting & Naming Worksheets
- ◆ Linking cell data in between worksheets or workbooks
- ◆ Auditing Workbooks – Using Tracer Arrows
- ◆ Protection – Cells, Sheets & Workbooks
- ◆ Comments – Adding, Viewing, Editing & Deleting

6 Advanced Functions

- ◆ Overview of Functions
- ◆ Using If and nested If
- ◆ Lookup Functions (Hlookup & Vlookup)
- ◆ Forecast & Trend
- ◆ PMT Function

7 Database Features & Outlining

- ◆ Single and multilevel sorting
- ◆ Setting custom sort options
- ◆ Filtering data in a list
- ◆ Using custom and multiple condition criteria when filtering
- ◆ Creating automatic Subtotals
- ◆ Creating & removing Groups & Outlines
- ◆ Showing & Hiding Detail in an Outline

8 Macros, Templates, & Customising Techniques

- ◆ Record and run macros
- ◆ Editing a macro
- ◆ Customise toolbars
- ◆ Creating and using styles
- ◆ Create and use templates

9 Data Analysis Tools

- ◆ Consolidating data from more than one worksheet
- ◆ Using the Goal Seek and Solver utilities
- ◆ Using Scenario Manager
- ◆ Using View Manager
- ◆ Using Report Manager
- ◆ Create and modify pivot tables