

Live Webinar – Microsoft Excel Advanced

Duration: 9.30 am – 4 pm

Method of delivery: WebEx or Teams

Maximum number of delegates: 6

For the experienced Excel user that has already attended the Intermediate Course. Excel Advanced will provide a workshop day with flexible content to cover any of the remaining subjects, including those detailed below.

Course Objectives

- Full understanding of IF, OR, AND
- Date Functions and Principles
- Gain an understanding of Macros and Visual Basic for Applications

Course Contents

- Recap of Intermediate knowledge
- Advanced Filters and Subtotals
- Pivot Tables and Pivot Charts
- VLOOKUP and HLOOKUP
- INDEX and MATCH
- Importing Data
- Text Functions SEARCH, LEFT, RIGHT, MID, LEN
- More Text Functions PROPER, UPPER, LOWER, ABS
- Other Useful Functions RAND, INT, CAR
- Data Validation and Data Input Control
- Using OR/AND with the IF Function
- Error Trapping with ISERROR, IFERROR and IFNA
- Date Functions DATE, DAY, MONTH, YEAR, NOW, TODAY, WEEKDAY
- Basic Macros
- Creating Advanced Macros Using Visual Basic for Applications