Advanced Microsoft Excel
Training course outline

Teaches a range of advanced features, and techniques for improving speed and efficiency when working with spreadsheets.

Course summary
Explores advanced features in Excel, including:
- PivotTables/Charts
- Data Analysis
- Working with the Web and external data
- Macros
- Advanced LOOKUP
- Document collaboration
- Customising Excel

Duration
One day.

Who should attend?
Anybody who wants to take their use of Microsoft Excel to the next level. Delegates should be familiar with the fundamentals of Excel, i.e. have attended *Intermediate Excel* training or have equivalent knowledge.

In-class or live online
You can attend in-person at our centres, or participate live online from your place of work or home.

To read about our approach to online training, see armada.co.uk/liveonline.

General information
Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed software to practice the techniques taught.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate
You'll receive:
- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

Method of delivery
Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

After course support
Following training, you're entitled to 30 days' email support from your trainer.

Further information
See armada.co.uk/course/excel.

Course syllabus
See over.

Course syllabus

Session	Topics
Working with PivotTables	Creating a PivotTable
	Specifying PivotTable Data
	Changing a PivotTable's Calculation
	Filtering and Sorting a PivotTable
	Working with PivotTable Layout
	Grouping PivotTable Items
	Updating a PivotTable
	Formatting a PivotTable
	Creating a PivotChart
	Using Slicers
	Sharing Slicers Between PivotTables
Analysing Data	Creating Scenarios
	Creating a Scenario Report
	Working with Data Tables
	Using Goal Seek
	Using Solver
	Using Text to Columns
	Grouping and Outlining Data
	Using Subtotals
	Consolidating Data by Position or Category
	Consolidating Data Using Formulas

Session	Topics
Working with the Web and External Data	Inserting a Hyperlink
	Importing Data from an Access Database or Text File
	Importing Data from the Web and Other Sources
	Working with Existing Data Connections
Working with Macros	Recording a Macro
	Playing and Deleting a Macro
	Adding a Macro to the Quick Access Toolbar
	Editing a Macro's Visual Basic Code
	Inserting Copied Code in a Macro
	Declaring Variables and Adding Remarks to VBA Code
	Prompting for User Input
	Using the If...Then...Else Statement
Customising Excel	Customizing the Ribbon
	Customizing the Quick Access Toolbar
	Using and Customizing AutoCorrect
	Changing Excel's Default Options
	Creating a Custom AutoFill List
	Creating a Custom Number Format

Excel
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