



## Course Prerequisites

You **MUST** be able to do the following intermediate level items **before** attending this course:

- **Create, Understand and Use, Absolute cell referencing, (using \$A\$1 instead of A1 in a formula).**
- **Create and Manage NAMES - Name a cell or range of cells and use names in formulae. instead of cell references.**
- **Use the IF function.**
- **Use the VLOOKUP function.**

The following items are covered at Intermediate level and will not be covered on the advanced course.

- Create Graphs & Charts
- Sort columns of data;
- Use Filters.

**N.B. This course DOES NOT cover the creation, recording or editing of MACROS – nor does it cover VBA (Visual Basic for Applications) or Dashboards.**

## Microsoft Excel Advanced Level

This level of Excel starts by introducing some of the more advanced functions within Excel for managing database material. It will then cover many of the advanced features. This course will give a fuller understanding of “Why” functions work rather than just “How” to perform them and will prepare you for continued learning of Excel. Please ensure you meet the course Pre-requisites before attending this course.

The course will specifically cover the following areas:

- **Confirmation Of Course Prerequisites.**
- Use data validation to force compliance with input standards.
- Creating data input tables.
- Creating Table lists.
- Using Goal Seek.
- Create and use a Pivot Table.
  - Field Settings.
  - Creating Formulas in Pivot Tables.
  - Rearranging and filtering Pivot Tables.
  - Grouping data in Pivot Tables.
  - Creating Pivot Charts.
- Protect a document.
- How to Nest one function within another function.
- Dealing with error messages in formulas.
- Use the following Excel functions:
  - VLOOKUP (*Advanced Level*)
  - IF (*Advanced level*)
  - IF AND (IF OR)
  - Nesting IF Functions
  - SUMIF, COUNTIF
  - TODAY, NOW
  - ISNA, ISERR, ISERROR
- Importing text delimited files (CSV or Tab delimited).

*Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course*

**Course Details**  
**1 Day Course**  
**Start Time: 9:30am**  
**Finish Time: 4:30pm**

