



# Microsoft Excel Advanced

*This course outline should be used to determine whether the course is appropriate for the student, based on current skills and training needs.*

Duration: 1 day

Audience: Proficient users of Microsoft Excel who wish to develop their skills.

Prerequisites: Previous attendance of Microsoft Excel Intermediate or equivalent knowledge

## Course Topics:

- Recap Intermediate Course Topics
- Databases & Pivot Tables
- Database Functions
- Grouping & Outlining
- Scenario Manager
- Report Manager
- Auditing the Worksheet
- Custom View Manager
- Goal Seek
- Solver
- Data Tables
- Data Validation
- Macros

## At Course Completion delegates will be able to:

- Create Pivot Tables using Database information
- Use Database functions to extract detailed information
- Use Analysis tools to work more effectively with spreadsheet data
- Use Validation to ensure accurate data entry & calculation
- Use Auditing to trace relationships of formula within Worksheets
- Create Macros & assign to toolbars

