



RTO Number: 40732

Australian NIT College Pty Ltd
trading as
Swan Institute Australia



CRICOS Provider Code: 03376K

Excel Advanced

Course Aims

To assist the user in becoming more proficient in Excel's advanced data analysis, formatting and handling capabilities.

Learning Outcomes

Upon completion of this course the participant will be able to perform a selection of the tasks listed below:

- establish data tables to speed the calculation of functions where one or two arguments take on a variety of values
- outline a complex, detailed worksheet to speed, simplify and control the display of differing levels of summary data
- create custom views to control viewing and printing
- create and manage scenarios – named collections of values
- bring text files into Excel and separate data into distinct columns
- use and manage tables, including sorting, filtering, subtotaling and preparing pivot table reports.
- utilise a variety of Excel's functions
- record, edit, debug and comment a basic macro and run it from, hot-key combination, worksheet button or toolbar icon

Course Duration

Two Days 9:00am to 4:00pm

Course Content

Data Tables

- One-Input Data Table
- Two-Input Data Table

Outlining

- Different Ways to Create an Outline
- Creating an Automatic Outline
- The Parts of an Outline Display
- Hiding / Showing Detail
- Removing an Outline
- Creating a Manual Outline
- Adding Automatic Styles
- Modifying Existing Styles
- Selecting Visible Cells Only
- Displaying Outline Symbols

Custom Views

- Adding a Custom View
- Showing a Custom View
- Deleting Custom Views

Scenario Manager

- Creating a Scenario
- Deleting a Scenario
- Showing a Scenario
- Editing a Scenario
- Hiding and/or Preventing Changes to Scenarios
- Re-Displaying a Hidden Scenario
- Summary Reports

Converting Text to Columns

- Using Copy, Paste
- Open A Text (*.Txt) File In Excel
- Concatenating Data

Tables

- Create a Table from Existing data
- Change the Table Name
- Change the Table Style
- Creating a Total Row
- Adding Table Rows and Columns
- Creating a Calculated Column



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Sorting a Table

- Sorting a Table by Multiple Fields
- Sorting a Table by Colour or Icon
- Using Autofilter
- Unfiltering a Table
- Using Text Filters
- Using Number Filters
- Removing Calculations in a Filtered Table
- Removing a Table

Sub-Totalling

- Automatic Subtotals
- Removing Subtotals

Pivot Table Reports and Charts

- Adding PivotTable Report Fields
- Adding a Report Filter Field Item
- Changing the Summary Function
- Creating Report Filter Pages
- Creating a PivotChart Report
- Inserting and using Slicers

Data Integrity

- Conditional Formatting
- Going to Cells with Conditional Formatting
- Deleting Conditional Formatting
- Data Validation
- Restricting Cell Entries to Numbers / Dates / Times Within Specified Limits
- Restricting Cell Entries to the DataForm List
- Limiting The Number of Characters In Cell Entries
- Custom validation

Macros

- Understanding Macros
- Recording and Running A Macro
- Understanding Macro Code
- Debugging Using Step Mode
- Editing A Macro
- Adding Comments to a Macro

Working With Excel Functions

- VLOOKUP
- HLOOKUP
- IF STATEMENTS