Excel Advanced Level

UNIVERSAL SOLUTIONS 4 BUSINESS

Overview

This course looks at the features in Excel, which make the production of forecasts and analysis of data relatively straightforward.

The following are the main areas covered on this course: Importing data; "What if?" analysis; Pivot Tables (very useful for "on the fly" data analysis) and Macros.

This course is designed to introduce the more advanced features of Excel. It includes manipulating data using pivot tables, solving problems using scenario and goal seek, and recording simple macros.

Benefits of attending

Excel is one of the most widely used spreadsheet packages currently in use. Spreadsheets allow a user to organise and manipulate data and perform calculations. Many people associate them with "number crunching" – however, they can be used for much more than this as delegates on our courses will discover. At all times we make use of “real life” examples to assist in the learning of the product and encourage delegates to discuss the use of the product within their work environment, assisting them to get immediate benefit from their training.

Course Prerequisites

Attendance on or working knowledge of the topics covered on our Excel Intermediate course

Academic Certification

Certificate of attendance

Programme Contents include

- Pivot Tables
- Input Tables
- Charts
- Hyperlinks
- Linking & Embedding
- Importing Text Files
- Tracking and Reviewing Changes
- Scenarios
- Validating
- Auditing
- Macros
- Passwords & Security Issues

Key Programme Facts

Course Title	Excel Advanced
Certification	Certificate of attendance
Course Length	Face to Face – 1 day Virtual – 1 day or 4 x 90 minute sessions
Target Audience	Users of Excel needing to analyse data
Delegates	PDF manual, sample exercises
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TRAINING | CONSULTANCY | SUPPORT

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