

MICROSOFT EXCEL ADVANCED LEVEL COURSE

Prerequisites:

Attendees should have attended or have knowledge equivalent to the Introductory and Intermediate Level courses.

Duration:

This course can be delivered as a full day course or as individual 3 hour modules

Module 5 - Advanced Formulas

- Understanding Conditional Logic, i.e. IF statements
- Creating formulas using Basic Conditional Logic
- Creating formulas using Nested IF statements
- Creating formulas using Nested AND & OR statements
- Using the =Countif feature to count data meeting specified criteria
- Using the =Sumif feature to total data meeting specified criteria
- Using the =Averageif feature to find the average of data meeting specified criteria
- Apply Conditional Formatting

Module 6 - Using the Database Functions

- Applying Data Validation to ensure the correct information is entered
 - Circling invalid data
 - Copying validation settings
- Remove Duplicate Values for line of data
- Using AutoFilter to view a specific set of data
- Inserting Automatic Subtotals
- Converting Text Strings to separate columns
- Combining cells from multiple cells into one cell
- Using Flash Fill to quickly split or join data
- Creating and working with Excel Tables
- Creation of Pivot Tables to display data in varying formats
- Creation and use of VLOOKUP tables
- XLOOKUP the new lookup tool (365 version only)