

MICROSOFT EXCEL SUPER USER LEVEL COURSE

Prerequisites:

Attendees should have attended, or have knowledge equivalent to the Introductory, Intermediate, Advanced & Expert Level courses.

Duration:

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

Module 9 – Automating Spreadsheets and Using Advanced Formulas

- Using IS functions - Useful for preventing error messages in complex spreadsheets
- Rounding
- Advanced Data Validation
 - Use formulas with data validation
 - Circling invalid data
 - Copying validation settings
- Using formulas in Conditional Formatting
- Creating Custom Formats
- Date Functions - Creating formulas to display the number of days elapsed between two dates without weekends, holidays etc.
- Time Calculations - Adding up times
- Recording Macros and attaching to Buttons
- Creating Custom Views to allow specific areas to be displayed quickly
- Outlining - Useful for summarising spreadsheets and simply hiding detail

Module 10 - Advanced Filtering & Use of Analysis Tools

- Use the consolidation feature to bring information together
- Advanced Database Filtering - Inserting Subtotal Calculations with Filters display filtered information on a separate sheet
- Entering Database Statistics - Calculations to summarise information with DSum, Daverage etc where is returns data dependent upon the criteria specified
- Using Goal Seek to automatically arrive at a required result by changing the variables used within a formula
- Use of Solver (similar to Goal Seek with the additional option of setting specific criteria)
- Creating Solver reports
- Using the What If feature to build cross-reference tables
- Overview of the Scenario Manager
- Creating Multiple Scenarios within a worksheet
- Displaying various Scenarios
- Editing and Deleting Scenarios