

# Advanced Microsoft Excel

## Course Outline



**Product Versions:** 2003, 2007, 2010

**Course Duration - 1 day**

**Pre Requisite:** A good working knowledge of Excel and an ability to utilise the majority of features.

**Objectives:** Upon completion of the course the delegate will be able to utilise the advanced features of Excel to manage, automate and customise workbooks

## COURSE CONTENT

### Lookup And Reference Functions

- Using VLOOKUP
- Using HLOOKUP
- Sort a database using more than one key field
- Find & delete specific data
- Preventing LOOKUP errors

### Using Analytical Options

- Using Goal Seek
- Using the Solver add-in
- Working with scenarios
- Creating and saving scenarios
- Viewing scenarios

### Advanced List Management

- Creating a dropdown list
- Setting up criteria
- Using DSUM, DAVERAGE & DCOUNT

### Creating Map Charts

- Creating data map charts
- Editing a map chart
- Adding features to a map

### Importing & Exporting Data

- Using Paste Special
- Object linking and embedding (OLE)
- Importing a text file into Excel
- Importing data from web pages
- Sharing workbooks with other applications

### Using Macros

- Understanding Macros
- Creating Macros
- Using the Macro recorder
- Viewing and editing Macro VBA code
- Assigning a Macro to a toolbar or menu
- Deleting Macros

### Pivot Tables & Charts

- Using the Pivot Table wizard
- Rearranging the Pivot Tables
- Using the Pivot Table toolbar
- Creating Pivot Charts



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