



MOUSELITERATE

Excel Advanced Course Outline

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required. Candidates should be familiar with the topics covered on the introduction and intermediate sessions.

Session One

Custom Number & Conditional Formatting

- Number formats
 - accounting, currency, number, date
- Create a custom number or date format
- Use conditional formatting

Using Named Ranges

- Add and delete a named range
- Use a named range in a formula
- Use a named range for navigation

Customising Excel

- Customising the Ribbon
- Adding buttons to the Quick Access Toolbar

Using Macros in Excel

- Record a macro
- Run a macro
- Edit a macro
- Assign a macro to the Quick Access Toolbar or Ribbon

Collaborating with Others

- Protect files
- Set revision tracking
- Review tracked changes
- Merge workbooks
- Restrict document access

Session Two

Pivot Tables

- Create a pivot table and chart
- Amend the layout and format
- Add slicers
- Create a pivot table from two tables of data

Using Analysis Tools

- Solve a problem using Goal Seek
- Use Solver to calculate complex problems
- Create What-If analyses using the Scenario Manager

Advanced Formulae

- Create a formula using nested functions
- Use **text** functions:
 - TRIM, CONCAT, FIND, TEXTJOIN
- Use **logical** functions:
 - IF, IFS, AND, OR, IFERROR
- Introduction to **financial** functions:
 - PMT, NPV
- Use **lookup and reference** functions:
 - XLOOKUP, MATCH, INDEX, UNIQUE, INDIRECT, OFFSET

