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## Excel Advanced

### Course objectives

This extremely practical 1-day course allows the delegate to appreciate the full potential of Microsoft Excel. Participants will be encouraged to discuss their individual requirements, relevant to their working environment.

### Target Audience

Anyone wishing to investigate the more powerful and advanced features of Microsoft Excel.

### Assumed Knowledge

Delegates should be familiar with the basic features of Microsoft Excel, and should have some experience of the topics covered in our Introductory and Intermediate Courses, either from attending these courses or by knowledge gained from their own experience.

### Course Agenda

#### Advanced Functions

Date and Time  
Lookup  
Subtotal  
Sum If and Count If  
Text Functions

#### Outlines

Create and Use Outlines  
Objects  
Drawing Tools  
WordArt  
Insert Objects  
Styles  
Create, Use and Delete Styles

#### Data Analysis

Descriptive Statistics  
Correlation  
Histograms  
Moving Averages  
Sampling

#### Auditing

Trace Precedents  
Trace Dependents  
Trace Errors  
Data Validation  
Forms  
Web Pages  
Create and Publish a Web Page  
Update a Web Page

#### Advanced Chart Options

Source Data  
Trend lines  
Moving Averages  
3D Chart View

#### Input Tables

One Input Data Table  
Two Input Data Table  
Data Consolidation  
By Position or Category  
Edit Reference Areas

#### Macros

Record  
Run  
Assign to a Button or Menu

#### Sharing Workbooks

Track Changes  
Accept or Reject Changes  
Importing Data  
Get External Data  
Convert Text to Columns