



Microsoft Excel Advanced

What you'll learn

- ✓ Grouping & Outlining and Subtotals
 - ★ Understand how to Outline, Group and apply SubTotals to summarise a spreadsheet
- ✓ What-If Analysis
 - ★ Demonstrate usage and understanding of Goal Seek, Scenario Manager and Solver tools
- ✓ PivotTables
 - ★ Summarise and present data effectively by adding and customising Pivot Tables
- ✓ Charting Pivoted Data
 - ★ Demonstrate the use and customisation of Pivot Charts to enhance data summary
- ✓ Advanced Excel Tasks
 - ★ Understand and file sharing functions, create special lists and add hyperlinks
- ✓ Creating HLOOKUP and VLOOKUP Functions
 - ★ Understand and use Vlookup, HLookup and Lookup Functions to retrieve data with
- ✓ Introduction to Macros in Excel
 - ★ Create basic Macros and use VBA and produce simple procedures

What does our Excel Advanced course cover?

Move Ahead of the Crowd

If you have a solid understanding of the basics, and working with functions, formulas and the like, this course will take you to a whole new level.

You learn how to retrieve and analyze large data sets, and how to automate processes with simple macros













Everything is clearly explained, but you should be very familiar with the subjects in the Introduction and Intermediate courses.

This Microsoft Excel skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Excel skills?

Course content for Microsoft Excel Advanced

1		1 - Grouping & Outlining and Subtotals <ul style="list-style-type: none">» Outlining and Grouping Data» Using the Subtotals Tool 
2		2 - What-If Analysis <ul style="list-style-type: none">» Exploring Scenarios» Goal Seek and Data Tables» Using Solver 
3		3 - PivotTables <ul style="list-style-type: none">» Getting Started with PivotTables» Displaying Data in a PivotTable» Formatting a PivotTable» Using the Classic PivotTable Layout» Slicers 
4		4 - Charting Pivoted Data <ul style="list-style-type: none">» Getting Started with PivotCharts» Using the PivotChart Tools Tabs» Formatting a PivotChart 
5		5 - Advanced Excel Tasks <ul style="list-style-type: none">» Excel and Hyperlinks» Using Custom AutoFill Lists» Sharing Workbooks 
6		6 - Creating HLOOKUP and VLOOKUP Functions <ul style="list-style-type: none">» Using the VLOOKUP Function» Using the LOOKUP Function 



7 - Introduction to Macros in Excel

- » Recording and Playing Macros
- » Copying and Deleting Macros
- » Visual Basic and Macros



This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Excel Advanced course

The Advanced Data Analysis Tools You Need

Are you ready to take your work from good to downright impressive?

You learn about Grouping, Outlining and Subtotals, and how to use What-If Analysis, Pivot Tables and Pivot Charts.

Then we introduce you to HLOOKUPS and VLOOKUPS, and finish with an introduction to Macros which will make your spreadsheets FLY!

You will now be able to produce spreadsheets that not only display your data, but analyse and play tricks with it too...

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

ZandaX – Change Your Life ... Today

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