Course information for

Microsoft Excel Professional

A premier Microsoft Excel training course from ZandaX

Microsoft Excel Professional

What you'll learn

- ✓ Advanced Conditional Formatting
  - ★ Demonstrate more advanced Conditional Formatting options and the management of rules
- ✓ Using Form Controls and Templates
  - ★ Create and use Forms and controls for data accuracy and create templates
- ✓ Advanced Lookup Functions
  - ★ Understand Arrays and demonstrate index and referencing functions
- ✓ Advanced Functions in Excel
  - ★ Understand and use effectively Error, Logical and Rounding Functions. Demonstrate Array formulas
- ✓ Advanced Pivot Table Tools
  - ★ Import data for use with Pivot Table, define custom pivot fields
- ✓ Introduction to User Defined Functions Using VBA
  - ★ Use VBA to define functions and procedure and share across workbooks

What does our Excel Professional course cover?

Start To Do the Unimaginable

This course will teach you how to do things that other people don't even imagine! That's not because it's secret … they just never get the chance to reach this level.

Just look at the syllabus: you'll know how to use advanced functions, form controls and even make a start on VBA. People will see what you do, but will only be able to wonder at how you did it.

But please don't rush to this level: make sure you have mastered the content of our other three courses first!

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 Professional

1 - Advanced Conditional Formatting
» Editing Standard Formatting Rules
» Using Formulas in Conditional Formatting

2 - Using Form Controls and Templates
» Using Form Controls
» Creating Templates

3 - Advanced Lookup Functions
» Using the Index Function
» Using the Match Function
» Using Index and Match Together
» Using Index and Match with Array Formula
» Using the Indirect Function

4 - Advanced Functions in Excel
» Using Error Functions
» Using Logical Functions
» Using Array Formulas
» Using Rounding Functions

5 - Advanced Pivot Table Tools
» Importing Pivot Table Data
» Calculated Fields in Pivot Tables
» Showing Pivot Data as a Percentage
» Creating Custom Pivot Tables Styles

6 - Introduction to User Defined Functions Using VBA
» Creating a User Defined Function
» Creating an Interactive Procedure
» Create and Share a Function Add-in

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
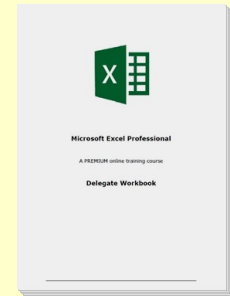
More about the ZandaX Microsoft Excel Professional course

Become an Excel Power User

This course will enable you to get more out of Excel than most people will think possible!

You begin with Advanced Conditional Formatting, Form Controls and Templates, then learn about Advanced LOOKUP Functions

We teach you Advanced Functions, Array Formulas and Advanced Pivot Table Tools before introducing you to User Defined Functions and VBA.

When you have mastered all this and put it into action, you will be able to call yourself a true Excel Power User!

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 maxmize 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.