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Course information from ZandaX

Microsoft Excel 2013/2016 Professional

A premier Advanced Microsoft Excel training course from ZandaX

Course duration: 2 hours of highly focused content (Revisit, review and revise as often as you want)

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 2013/2016 Professional course cover?

Become an Excel Power User

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.

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

This Advanced 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 advanced Microsoft Excel skills?

Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction, Intermediate and Advanced courses.

Who's this course for?

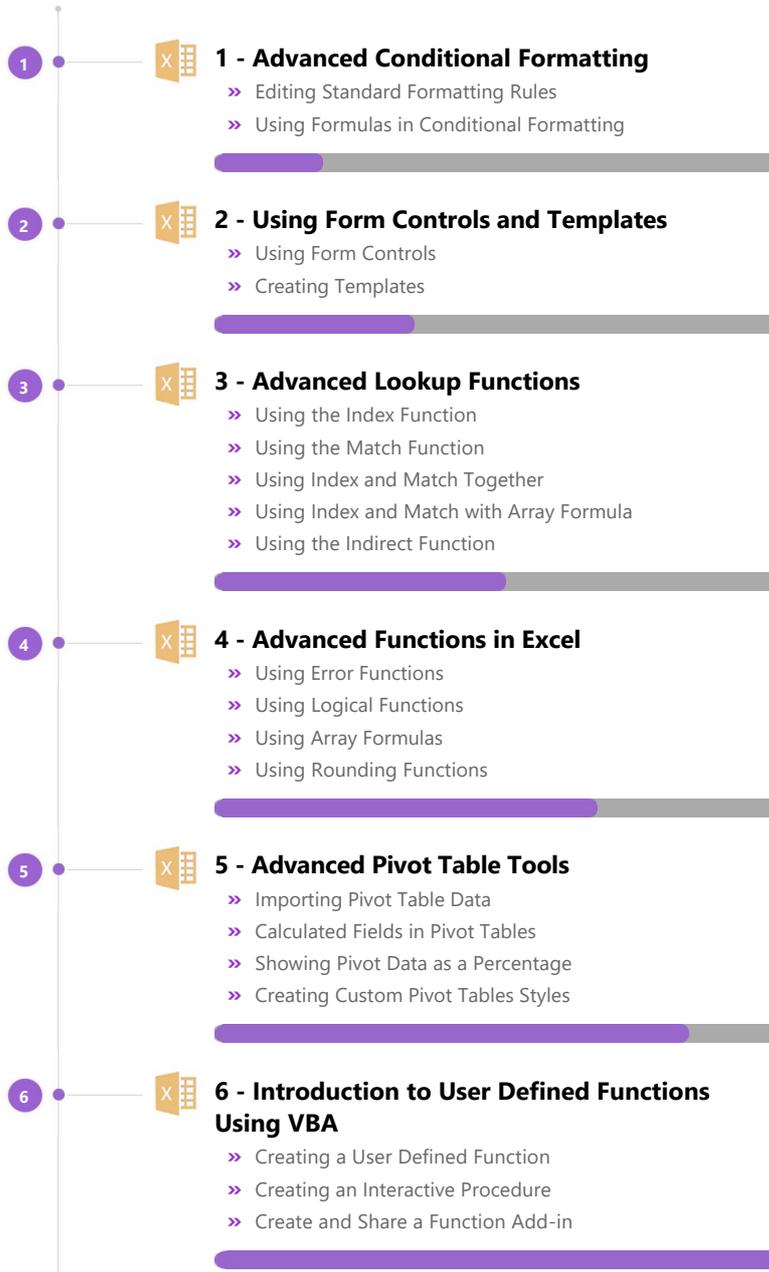
This course has been designed for users with a solid understanding of, and experience with, Microsoft Excel who want to increase their ability in a short space of time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Excel 2013/2016 Professional



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**?

The course comes with a 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 2013/2016 Professional course

Look at What You'll Learn

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.

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

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

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/excel-professional to view the latest details, including related courses, prices and quantity discounts.

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