PRIORITY MANAGEMENT
EXCEL ADVANCED
VERSIONS (2010, 2013, 2016, 2019)

WHO SHOULD ATTEND:

Users who are confident in Excel, who want to learn how to introduce sophisitcation and automation in their spreadsheets.

FORMAT:

- 1 day instructor-led session using Teams or
- Two 3 hour web-based virtual classroom sessions

TOOLS PROVIDED:

- Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

RELATED COURSES:

- MS Excel Advance
- MS Excel Foundation
- WorkingSm@rt using Outlook

INTRODUCTION

Excel is a spreadsheet application packaged with the Microsoft Office suite. It is a powerful tool for organising and analysing data. Excel's functionality has made it an essential component of computers in countless organisations, businesses, and other institutions throughout the world.

Excel is comprehensive enough to meet the needs of beginners and experienced users. With Excel, you can do a wide range of tasks, from building basic spreadsheets, to performing advanced data analysis. If you start learning Excel with our courses, you will seamlessly progress and understand the capabilities Excel can offer for your business.

Because of its layout and widespread availability, Excel is often used as a tool to create and maintain a list. More seasoned users use Excel to store database records, create charts or graphs. A lot of organisations use Excel to manage their budgets, business planning, customer records, business intelligence, analysis of sales data, customer data, performance dashboard, etc.

PRE-QUALIFICATIONS

This course is for users capable of creating complex spreadsheets, that want to add sophistication and automation within Excel. Candidates should have completed the Intermediate level, or have intermediate knowledge of Excel.

For more information to see how Priority Management can help you work smarter, call your local Priority Management office, or contact us at:

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Tel: 1300 139 126
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SYNOPSIS

UNIT 1: GETTING THE MOST FROM YOUR DATA

- Outlining and grouping your data
- Goal seek
- Data tables
- Scenario manger
- Pivot tables advanced
- Exploring scenarios
- What if analysis

UNIT 2: WORKING WITH MACROS AND CONTROLS

- Creating macros in Excel
- Absolute and relative referencing
- Macros and VBA
- Macros and the toolbar
- Tabs and controls

UNIT 3: ADVANCED FUNCTIONS

- Advanced conditional formatting
- Goal seeking
- Security and protection

UNIT 4: ADVANCED EXCEL TASKS

- Creating and using shared workbooks
- Advanced file management
- Consolidation
- Validation
- Dependant lists
- Custom and advanced features in Excel

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