

Excel 365 for Advanced Users



A one day course for people highly experienced with Microsoft Excel

Prerequisites

This course assumes the students to have attended the Excel for Intermediate Users course, or have equivalent knowledge

Chapter 1 - Named Ranges

Course Prerequisite
Name Ranges with the Name Box
Name Ranges from Names on the Sheet
Navigate with Named Ranges
Calculate with Named Ranges
Insert Named Ranges in Calculations
Modify or Delete Names
The Intersection Operator

Chapter 2 - Advanced Formulae

The IF Function
The Null String
Nested If Functions
The IFS Function
The VLOOKUP Function Without Exact Matching
The VLOOKUP Function with Exact Matching
The IFERROR Function and Masking Errors
XLOOKUP
The TREND Function and Forecasting
The LINEST Function and Indexing

Chapter 3 - PivotTables

Initiate the PivotTable
Create a 1-D PivotTable
Filter the PivotTable
Change the Mathematical Operation
Add Another Field to the PivotTable
Create a % of Column Field
Add Subcategories to the Rows
Add Slicers
Create a 2-D PivotTable
Create a PivotChart
Recommended PivotTables
Create a Calculated Field
Grouping in PivotTables
Remove Grand Totals

Chapter 4 - Templates

Create Templates
Using a Template
Modifying Templates
Add Template Sheets to an Existing File
Delete Templates

Chapter 5 - Outlining

Apply an Auto Outline
Delete an Auto Outline
Manually Group the Data
Copy and Paste Outlined Data

Chapter 6 - Formula Auditing

Error Checking
Trace Precedents
Trace Dependants
Circle Invalid Data
Evaluate Formula
Formula Auditing Mode

Chapter 7 - Arrays

Simple Arrays
Edit Simple Arrays
Delete Arrays
2-D Arrays
Array Functions

Chapter 8 - Tables

Create a Table
Add New Data
Filter the Table
Display a Total Row
Remove Duplicate Records
Convert the Table to a Range
Compare Two Lists of Data

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Chapter 9 - Recording Macros

- Turn on the DEVELOPER Tab
- Absolute Reference Macros
- Test the Absolute Reference Macro
- Relative Reference Macros
- Save a File Containing VBA
- Security
- Open the VBA Editor
- Interpret the VBA Code
- Edit the Code
- VBA Errors
- Add a Macro Button to the Quick Access
Toolbar
- Add a Macro Button to the Spreadsheet