
Excel - Advanced

Day 1 of this course is Day 2 of our Excel – Intermediate course.

National Competency Standards (BSB07)
BSBITU402A Develop and use complex spreadsheets



Objectives

Upon completion of this course, attendees will have the knowledge and skills to design effective spreadsheets and work with financial or other business applications in an efficient manner. Attendees will have the skills to design and create larger and more complex spreadsheets incorporating protection, automation with macros, and importing /exporting data to and from other applications. They will be able to use advanced techniques to analyse historical data and compare future scenarios.

Pre-Requisites

Skills equivalent to the NDA Computing Excel Introductory course.

Duration

2 Days

Course Outcomes

1. Design larger and more complex spreadsheet solutions.
2. Design spreadsheet solutions that require linked workbooks and linked applications.
3. Complete everyday tasks faster and more effectively.
4. Construct and enter formulae and functions relevant to a business environment.
5. Use a wide range of statistical, text, logical and lookup functions.
6. Use advanced techniques to analyse historical data.
7. Use advanced charting techniques to analyse graphical data.
8. Use advanced techniques to project current data and analyse future scenarios.

Course Content

DAY 1

Worksheet Design

- Formula Auditing
The Formula Auditing toolbar
or button Group
Tracing Precedents
Removing Precedent Arrows
Tracing Dependants
Removing Dependant Arrows
- Formula Evaluation
- Validation
Validation Criteria
Input Message
Error Alert
- Named Cells
Naming a Cell or Cell Range
Assigning a Name to a
Constant
Converting Existing Labels to
Names
Applying Names to Formulas
Creating a List of Names

Outlining

- Outlining Concepts
- Creating an Automatic
Outline
- Creating a Manual Outline
- Copying from an Outline
- Removing an Outline

Linking Workbooks

- Referencing an External File
- Paste Link
- Data Consolidate
- Hyperlinks

Custom Formatting

- Creating a Custom Format
- Format Sections for Numbers
- Format Codes for Numbers
- Format Codes for Dates and
Times
Days Months and Years
Hours, Minutes and Seconds
Other Codes
- Conditional Formatting

Useful Functions

- Numeric and Time Functions
ROUND
COUNTA
COUNTIF
SUMIF
PMT
NOW
- Text Functions
LEFT
RIGHT
MID
LEN
CONCATENATE
TRIM
UPPER
LOWER
PROPER
- Logical and Lookup Functions
IF
AND
OR
VLOOKUP

DAY 2

Importing Data

- Opening Other File Formats
- Text Files
- Access Databases
- Microsoft Query
Access Database
- Using an ODBC Connection

Analysing Data

- Advanced Filter
Standard Criteria
Finding Unique Records
- Subtotals
- Pivot Tables
- Creating a Pivot Table
- Changing the Data Area
Function
- Rearranging a Pivot Table
- The Page Area
- Grouping
- Expanding Items
- Creating a Sub Table
- Changing Data Area Totals
- Changing Source Data
- Refreshing Data
- Creating a Chart

Advanced Charting

- Combination Charts
- Secondary Axes
- Chart Templates
- Trendlines
Types of Trendline
Adding a trendline
Changing trendline settings
Displaying the R-squared
value for a trendline
Removing a trendline
Extending the Line
- Graphics

Forecasting Future Performance

- Goal Seek
- Solver
- Scenario Manager
Adding a Scenario
Viewing Scenarios
Deleting a Scenario
Editing a Scenario
Scenario Summary
Scenario PivotTable Report
- What If Tables
Single Input
Two Input Tables
- Custom Views
Adding a Custom View
Showing a Custom View
Deleting a Custom View

Macros

- The Developer Tab
- Macro Security
- Recording a Macro
- Replaying a Macro
- Creating a Macro in the VB
Editor
- Editing a Macro
- Assigning Macros to Toolbars
and Keyboard Shortcuts
- Assigning Macros to Objects

Customising

- Arranging Commands on the
Toolbar
- Adding and Customising a
Macro Button
- Customising Button Icons
- Keyboard Shortcuts