



Excel - Advanced

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

National Competency Standard (BSB)

BSBITU402 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.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies – please enquire when you book). Participants who choose not to be assessed will receive a Certificate of Attendance. Exercises completed during the course will be used as evidence towards unit competency.

Course Content

DAY 1

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Methodology Used in the Exercises

Worksheet Design

- Formula Auditing
- Formula Evaluation
- Validation
- Named Cells

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
- Conditional Formatting

More Functions

- Numeric and Time Functions
- Text Functions
- Logical and Lookup Functions

DAY 2

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions

- Methodology Used in the Exercises

Importing Data

- Opening Other File Formats
- Text Files
- Access Databases
- Microsoft Query

Analysing Data

- Advanced Filter
- Subtotals
- Pivot Tables

Advanced Charting

- Combination Charts
- Secondary Axes
- Chart Templates
- Trendlines
- Graphics

Forecasting Future Performance

- Goal Seek
- Solver
- Scenario Manager
- What If Tables
- Custom Views

Macros

- The Developer Tab
- Macro Security
- Macro File Types
- Recording a Macro
- Replaying a Macro
- Creating a Macro in the VB Editor
- Editing a Macro
- Assigning Macros to the Ribbon, Quick Access Toolbar and Keyboard Shortcuts
- Assigning Macros to Objects

Customising the Quick Access Toolbar and Ribbon

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