



Master Data with Precision: Excel Advanced

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$\$\$

Duration - x Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

None

Course 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.

They will be able to use advanced techniques to analyse historical data and compare future scenarios.

Learning Outcomes

Worksheet Design

- Formula Auditing
- Formula Evaluation
- Validation
- Named Cells and ranges

Outlining

- Creating an Automatic Outline
- Creating a Manual Outline
- Copying from an Outline

Linking Workbooks

- Referencing an External File
- Data Consolidate
- Hyperlinks

Custom Formatting

- Creating a Custom Format
- Format Codes for Numbers
- Format Codes for Dates and Times
- Conditional Formatting

More Functions

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

Importing Data

- Text Files
- Access Databases
- SQL Server

Analysing Data

- Advanced Filter
- Subtotals
- Pivot Tables

Advanced Charting

- Combination Charts
- Chart Templates
- Trendlines, graphics and sparklines

Advanced tables and Dashboards

- Naming Tables and using Structured References in Formulas
- Dashboards

Forecasting Future Performance

- Forecasting tools, including Goal Seek, Solver, Scenario Manager What If Tables and Custom Views

Customising the QAT and Ribbon

- Customising Button Icons
- Keyboard Shortcuts

Optional Assessment - \$195 per unit

This course is part of 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 aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.