

Excel - Advanced

Course Duration 3 hours

Aim

Investigate the full potential of Excel

Prerequisites

Completed Excel Intermediate Course or equivalent experience

Topics

Format worksheets	▼ Apply formats (accounting, fraction, and scientific)
	▼ Create custom formats
Use lists	▼ Use styles and autoformats
	▼ Sort data
Audit a worksheet	▼ Query from a list
	▼ Check and review data
	▼ Find cells referred to in a specific formula
	▼ Find formulas that refer to a specific cell
	▼ Circular references
Use advanced functionality	▼ Query databases
	▼ Extract data
	▼ Use filters
	▼ Use data analysis
	▼ Pivot tables
	▼ Use data validation
	▼ Use conditional formatting
	▼ Perform multi-level sorts
Macros	▼ Create and record macros
	▼ Edit macros
	▼ Run macros
Import and export data	▼ Import from other applications
	▼ Export to other applications
Use templates	▼ Work with existing templates
	▼ Create templates
	▼ Edit templates
	▼ Styles

