



# Advanced Excel Course

A 5 Star Rated course from the  
Training experts





# Advanced Excel Course

This is a one day training course that takes you through some of the more advanced features of Excel

## Introduction

This hands-on course is designed for those users who have already attended the Intro Excel training (or have gained the appropriate knowledge in the workplace) and wish to produce more complex worksheets and reports.

By the end of the session, you will be able to analyse your data using pivot tables, vlookups, index/match and record and run macros.

The course covers Excel 2010/2013/2016 (Also Excel 2011 for Mac). You are welcome to bring along an Excel spread sheet that you are working on.

## Who would benefit from this course?

This course is designed for people who are

currently using Excel within their work and have a good understanding of the basic data manipulations and formulas and want to expand on this.

## Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

## Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester	£295 + VAT	£450 + VAT
Leeds:	£295 + VAT	£450 + VAT
Online	£250 + VAT	£375 + VAT
Birmingham	£295 + VAT	£450 + VAT
Glasgow	£295 + VAT	£450 + VAT

## Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online from £550 (full day). Please email or call us with your preferred venue, number of delegates and any requests.

Google

5.0 ★★★★★

I found the course very informative and thorough and have put my learnings to immediate use.

Having a small number in the class helped.

The course covered everything I wanted to know and will certainly save me some hours going forward.

Sandra Muir  
Vita Group



# Advanced Excel Course Outline



## Quick Recap of Useful Introduction Features

- Customising the quick access bar
- Basic formulas including AutoSum, Min, Max and Average
- Relative and absolute cell referencing
- Naming cells

## Analysing Data Using Pivot Tables

- Produce a pivot table
- Editing a pivot table's data source
- Refreshing pivot table data
- Adding calculated fields
- Creating slicers
- Adding timelines (Office 2013 & above)

- Linking slicers to other pivot tables
- Filtering
- Calculating percentages from data using calculated fields
- Finding and taking care of blanks within a pivot table
- Producing pivot charts

## Excel Tables

- Converting an Excel range into an Excel table
- Using continuous formatting
- Freeze panes and quick selection
- Applying Slicers
- Finding Duplicates
- Converting back to Excel range

## Conditional Formatting

- Creating a conditional formatting rule
- Editing the rule
- Using Icon sets to format reports

## IF and Nested IF Function

- Performing calculation using a single-level IF Function
- Creating calculations using Nested IF function or IFS, dependant on version.
- Understanding when to use IF and when to use VLookUp.

OUTLINE CONTINUED ON NEXT PAGE

Google

5.0 ★★★★★

Good overview of Excel and lots of good tips to take back to the office.

The course covered everything I wanted and The Trainer was great. Would Recommend.

Nicky Roberts  
British Council

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.



# Advanced Excel

## Course Outline Continued



### VLookUp Tables

- Producing closest and exact match VLookUps
- How to control errors in VLookUp tables using IFNA/Error function
- Produce a HLookUp
- Produce XLookUp
- Perform calculations using Index/Match.
- Understand when to use VLookUp or IndexMatch.

### Macros

- Record a new macro
- Perform basic editing using VBA
- Add a macro to the quick access bar
- Save a workbook containing a macro

### Useful Functions

- Concatenate
- Left, Right, Trim and Proper
- Text to columns

### Data Validation

- Applying data validation rules to cells for continuity
- Adding drop-down arrows to cells for user selection

### Workbook Security

- Add a password to a workbook
- Protecting worksheets
- Protecting elements of a worksheet
- Finding cells containing formulas and protecting the contents
- Applying workbook security

### Linking Workbooks

- Create external links between books
- Edit links
- Break links
- Open source workbooks

**TO BOOK PLEASE SEE NEXT PAGE**

Google

5.0 ★★★★★

I enjoyed the online Excel session today.

I got a lot of helpful tips & tricks, and got a chance to see functions I've not used before.

I'm already thinking of how I can implement these to save time and help my team become more efficient.

**Claire Murphy**  
St. Ann's Hospice



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## Advanced Excel Course

### Why Choose M Training's Advanced Excel Training Course

- Run by an experienced trainer
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient locations in Manchester, Leeds, Glasgow and Online.
- Choose from public, one to one and private group courses
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

### Private and One-to-One Courses

One-to-one and private group courses are available from £590 for a one day classroom course and from £550 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

### How to book

**To reserve your place on our 1 Day Advanced Excel course, Simply pick your preferred date and book on our website, send us an email or give us a call.**

**Or if you prefer, we offer private and In-House training on request.**

**Email: [info@mtraining.co.uk](mailto:info@mtraining.co.uk)**

**Call: 0161 226 6032**

**Or visit: [www.mtraining.co.uk](http://www.mtraining.co.uk)**

**We offer group booking discounts for two or more delegates.**

The course was really useful, the trainer was very knowledgeable and used examples that we could relate to.

**Abigail Kumanan  
British Council**