Advanced Excel Course

A 5 Star rated course from the Training experts

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Advanced Excel Course

This is a one day training course that builds on your prior knowledge using Microsoft Excel features, formulas and shortcuts

Introduction

This hands-on course is designed for those users who have already attended the Intermediate 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).

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 & Online 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 courses are available for people anywhere in the world with internet access.

You will be to able see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Small Class Sizes

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Materials

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

Google

5.0 ★★★★★

Rachel was brilliant and very helpful. The way the course was delivered was very easy to understand and Rachel answered any questions with detailed explanations.

Rebecca Tarnwest Ltd

Public Course Venues and Prices

	1 Delegate	2 Delegates
Manchester:	£295 + VAT	£495 + VAT
Leeds:	£295 + VAT	£495 + VAT
Liverpool:	£295 + VAT	£495 + VAT
Birmingham:	£295 + VAT	£495 + VAT
Online	£250 + VAT	£375 + 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.

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Course Outline

Advanced Filtering

- Creating & viewing advanced Filters
- Specifying specific criteria for a filter
- Creating bespoke filters
- Applying wild cards to filters

Useful Functions

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

Analysing data using Pivot Tables

- Understanding Pivot Tables
- Using recommended pivot tables
- Editing a pivot table's data source
- Refreshing pivot table data

- Adding calculated fields
- Creating slicers
- Linking slicers to other pivot tables
- Adding timelines (Office 2013 & above)
- Filtering
- Calculating percentages from data
- Finding and replacing blanks within a pivot table
- Producing Pivot Charts

Auditing Data

- Tracing precedents and dependents
- Error checking
- Adding a Watch Window
- Displaying Formulas

What-If Tools

- Using the Payment function (PMT)
- Applying Goal seek
- Creating multiple scenarios and producing a scenario report
- Creating a data table

Continues on next page

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

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Course Outline

LookUp Tables

- Create VLookUps
- Nesting IFNA or IFError into a VLookUp
- Produce a HLookUp
- XLookUp
- Use the Index/Match feature as an alternative to VLookUp

Macros

- Record a new macro
- Perform basic editing using VBA
- Add a macro to the quick access bar
- Run a macro from an object in a worksheet
- Save a workbook containing a macro

Workbook Security

- Add a password to a workbook
- Add security to worksheets
- Secure elements of a worksheet
- Securing formulas
- Adding security to the book

Dynamic Array Functions

- Understand Dynamic Array Functions.
- Unique
- Sort and Sortby
- Filter
- Sequence

TO BOOK PLEASE SEE NEXT PAGE

Google

5.0 ★★★★★

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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, Liverpool, Birmingham 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 as call.

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

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

Very good course. Excellent trainer who kept me engaged, interested and made me look at things in a different light.

Very good tips and techniques.

Charlotte Hakeley Lemon Zest Events