

EXCEL ADVANCED

In an Advanced Excel class, we'll equip your team with the knowledge and skills they need to streamline data processing and minimise repetitive, time consuming spreadsheet tasks.

What's Included?

THE CLASS

- 1 Full day of interactive, personalised learning delivered by a Microsoft Certified Excel Expert and qualified trainer
- Discussion, hands on activities, printed reference material and practice files

Although our standard courseware is pre-set, the topics we cover are flexible and allow for queries specific to the participants work to set the direction of the class, ensuring maximum relevance.

THE VENUE

Courses can be delivered on-site, if you have the facilities or at our dedicated training venue (The IVC, 19 Young Street Adelaide [click here view](#)). Courses delivered at the IVC include a computer lab training room with seating and computers for up to 16 participants, morning tea and all day coffee making facilities.

What's Covered?

In our Advanced Excel class, we teach our students to analyse and present results from mass data, we explore the benefits of automatic calculation tables and we introduce powerful tools to automate repetitive and time-consuming tasks.

Pivot Tables

- Creating Pivot Tables
- Pivot Table Design Options
- Arranging the Table
- Applying Slicers
- Using Timelines
- Adding New Data
- Calculating Items & Fields
- Calculation Field Settings

Pivot Charts

- Creating Pivot Charts
- Pivot Chart Design Options
- Filters & Slicers

Lookup Functions

- Understanding VLOOKUP & HLOOKUP
- Using INDEX & MATCH
- Nested Functions

Data Linking

- Various Methods to Link Cells
- Linking Cells within a Workbook

Linking to Cells in External Workbooks

Automatic Calculation Tables

- Creating Tables
- Table Design Options
- Using Slicers
- Adding Data
- Calculating Table Ranges

Reference Functions

- Exploring Reference Functions
- Practical Applications for Reference Functions

Designing Forms

- Creating Drop Down Lists
- Locking Cells
- Worksheet & Workbook Protection

Introduction to Macros

- Security Settings
- Recording Macros
- Reviewing Macro Code
- Designing Input and Message Boxes
- Various ways to run Macros

THE COST

The cost of a full day standard Excel training course is \$1,200.00 (+GST), which includes:

- Flexible face-to-face delivery of Excel Advanced training for up to 16 participants
- Access to course files, instructional videos, reference sheets and bonus material after the class via our online learning portal
- Certificate of Completion for each participant

An additional fee for venue hire is applicable to sessions booked at The IVC.

- *Prior completion of an Excel Intermediate course or equivalent experience recommended*