



Course Content
Excel Advanced
Duration: 1 Day
Unit Standard 258876

Overview

Sorting

Extra AutoSum functionality

Date and Time Functions

- =NOW()
- =TODAY()
- =DATE
- Other Time & Date Functions

Advanced Mathematical and Financial

Functions

- =Power
- =ABS
- =TRUNC
- =INT
- =MOD
- =PMT

Comparison Formulas

- Nested =IF
- Nested =IF Statement using the Formula Wizard
- And, Or & Not Functions

Lookup Functions

- =Vlookup
- =Hlookup
- Using a range name for the range

Nesting Functions

Advanced Count and Sum Functions

- =COUNTBLANK
- =COUNTA
- =COUNTIF
- =SUMIF

Ranges

- Name a Range
- To name more than one range at a time
- Name a range using Worksheet

Information Functions

- Cell Formula
- Error Type
- Info Formula
- IS Functions

Conditional Formatting

- Apply Conditional Formatting
- Delete Conditional Formatting

Data Validation

- Paste Special Command
- Transpose

Filter / AutoFilter

- AutoFilter
- Display all the records again

- Custom filter
- Advanced Filter

Macros

- Create a Keyboard Macro
- Run a Macro
- Create a Macro Icon on a Toolbar
- Delete a Macro from a toolbar
- Create an absolute macro
- Create a relative macro
- Delete a macro completely

Command links

Hyperlink

- Create a hyperlink in one document.
- Create a hyperlink between two documents

Worksheet Protection

- Protect a Worksheet
- Unlock Cells
- Hide a Formula

Formatting Features

- Styles

- To Display the Style Box in a Toolbar
- Creating your own Style
- To Create a Style for a Number Format
- To Create a Custom Number Format
- Merge Styles from an Existing Document
- Custom Formats
- Create a Custom Number Format
- Creating Custom Dates

Problem Solving

- Goal Seeking

Custom Views

- Setting a Print Area
- Creating a Custom View
- To print custom views

Advanced Chart editing

- Adding data to the chart
- Deleting data from the chart
- Changing chart values
- Changing a calculated value
- Creating Combination Charts
- To create a combination chart



The above course is compiled for individuals with: Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.