



**Course Content Excel
Advanced Super User
Duration: 2 Days
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

Manipulating text

- Combining Fields
- Extracting information from a cell

Database Functions

Ranges

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

Text

- Change or delete a range name
- Locate a Range
- Range Name Reference
- Range Names in a Formula

Information Functions

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

Subtotals

Linear and Growth trends

Conditional Formatting

- Apply Conditional Formatting
- Delete Conditional Formatting

Data Validation

- Paste Special Command
- Transpose

Comment

- Insert a Comment
- Delete a Comment

Split the Screen

Vertical & Horizontal

- Split the screen into four
- Remove the Split

Page Breaks

- Insert a Page Break
- Remove a Page Break
- Page Break Preview

Databases

- Using a Spreadsheet as a Database

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

Add-Ins

- Adding a feature using add-ins
- Add-Ins Available

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

Auditing Tools

- Set the Auditing Tools to trace the errors
- Using Tracers to Audit a Worksheet
- Tracing Precedents
- Tracing Dependants
- Tracing Errors

Compiling Consolidations

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

Analysing Data

- Pivot Tables
- Creating the PivotTable
- Changing Field calculations
- Manipulating an existing PivotTable
- Hiding and Showing Detail
- Sorting data within a PivotTable
- Listing the top items within a PivotTable
- Refreshing your Data
- Changing the Source data
- Changing the type of Calculation performed
- Inserting Additional Calculations
- Working with Calculated Fields
- Finding a Percentage of the Total
- Working with Subtotals
- Formatting the PivotTable

- Creating a Chart
- Deleting a PivotTable

Sharing Workbooks

- To share a folder in windows
- Set up Sharing a workbook
- Changing data for shared files
- Conflicting changes
- To view History of changed cells

Wizards

- The Conditional Sum Wizard
- Lookup Wizard

Linking information to Access

- Importing Excel worksheets into Access
- Linking Excel Worksheets into Access
- Word (Merging)

Organizational charts

- Inserting an Organizational Chart
- Adding subordinate, co-worker, manager or assistant
- Boxes

Web Pages

- Saving a file as a web page
- Opening the file in MS Internet Explorer