



Microsoft Excel Advanced

On this 1 day Excel Advanced course, participants will add to their already extensive knowledge to gain an understanding of Excel's advanced features, including PivotTables and Data Consolidation, Protection, as well as Recording Macros.

This course is designed for participants who are already building more complex spreadsheets and wish to perform more detailed analysis as well as adding some automation to their workbook tasks.

Course Details

Skill Level:	Advanced
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Data Consolidation

- Linking to Source Data
- Consolidate by Position
- Consolidate by Category

Recording Macros

- Preparing Excel for Recording
- Recording Macros
- Storing Macros
- Adding Comments
- Testing Macros

Workbook Protection

- Types of Protection
- Protecting Worksheets
- Protecting Workbooks
- Protecting Files

Creating PivotTables

- Building a PivotTable Shell
- Adding Fields
- Grouping Items
- Filtering
- Drilling Down
- Changing Layouts

Absolute vs Relative Macros

- Absolute and Relative Recording
- Testing types of Recording
- Viewing and Editing Macros

Building Templates

- Using Existing Templates
- Creating Templates
- Modifying Templates

Advanced PivotTable Features

- Using Slicers
- Creating Calculated Fields
- GetPivotData Function
- Show Report Filter Pages



*Great course and an even better trainer.
Terrific pace and content.*

A. Day