

Microsoft Excel Advanced


Ever wanted to analyse complex data sets with just a few clicks? This advanced Excel course transforms skilled users into data analysis experts.

Perfect for those with strong Excel skills, you'll master PivotTables, macros, and advanced data analysis tools, while learning to create reusable templates and implement robust data protection strategies.




What You'll Get With This Course

 **Live Instructor-Led Training**
Highly experienced and approachable trainers

 **Comprehensive Materials**
PDF manual and training files included!

 **eCertificate of Completion**
Proudly recognise your achievement

 **Lifetime Support**
Expert help, always within reach

Skill Level: Advanced

Duration: 1 Day

Time: 9:00am – 4:00pm

Course Content

Data Consolidation

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

Creating PivotTables

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

Advanced PivotTable Features

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

Recording Macros

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

Absolute vs Relative Macros

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

Workbook Protection

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

Building Templates

- Using Existing Templates
- Creating Templates
- Modifying Templates