

Courses and instructors to develop your potential.

Live online or face to face.

Microsoft Excel Advanced

Find out how to further utilise nested formulas to extract data base on multiple criteria.

Get results to complex questions.

Further user's knowledge of Pivot Tables by incorporating groupings and calculations.

Use what-if analyses to meet targets and generate forecasts.

Learn how to quickly automate repetitive or tedious tasks by using macros.

What will I learn?

LESSON 1

Nesting Logical Functions. The principals of nesting formulas together.

LESSON 2

Using the IF function with nested AND and OR functions to output results to multiple question.

LESSON 3

Advanced Pivot Tables. Grouping dates and numerical values.

Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

Interested?

- ☎ Call us: 01225 308979
- ✉ Email us: info@go.courses

LESSON 4

Running percentage analyse. Running an comparison analyses. Inserting Field calculations. Creating a user-friendly dashboard report including charts.

LESSON 5

Advanced Conditional Formatting. Using conditional formatting to alert us of data variables.

LESSON 6

Colour table rows based on criteria within it. Apply colour to approaching dates.

LESSON 7

Summing by Criteria. Using a SUMIFS function to sum numbers by criteria within rows.

LESSON 8

Lookup Functions. Using functions to retrieve data from the left or right of a column that's being looked up by using the INDEX and MATCH functions.

LESSON 9

Recording Macros. Macro security. Understanding a Relative References macro.

LESSON 10

Recording, running and editing macros. Saving files as Macro Enabled Workbooks.

LESSON 11

Introduction to VBA code. Add a macro button to the Quick Access toolbar.