



4D Training

## Excel Advanced

### Who would benefit?

This course is designed for those who have a good working knowledge of Excel and who wish to explore the full potential of this software.

### Objective

To give participants a greater understanding of the creative use of Excel's advanced formulas and useful tools, plus provide an introduction to automating Excel by recording and editing macros.

### Content

- Discuss individual's needs and quick revision of intermediate level topics
- Advanced functions
  - Tips for fixing common errors in formulas
  - Lookup and reference functions INDEX and MATCH
  - MONTH, YEAR, NETWORKDAYS, EDATE, EOMONTH and other date functions
  - Nesting functions with ROUND or INT
- Auditing Tools
  - Using Auditing tools to trace the relationship between formulas and cells and identify errors
- What If Tools
  - Goal Seek
  - Scenario Manager
  - Data Tables
- Advanced Filtering
  - Benefits of Advanced Filtering over Autofilter
  - Extracting "unique" sets of data, for example a definitive list of currency codes from a large data block
  - Setting up and using an Advanced Filter template
- Introduction to recording and editing macros
  - Recording macros in the personal macro workbook v standard workbooks
  - Controlling how a macro is run by using a keyboard shortcut or command button
  - Understand relative/absolute referencing mode when recording
  - Displaying the Visual Basic Editor to understand where the code is stored and how to step through it and edit it
  - Editing the code in the Visual Basic Editor

### Duration

One day

### Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by the Excel Intermediate training course.