Duration: 1 Day delivered as 3 hours x 2 modules.

who is it for: Anyone who wishes to develop their Excel skills from an Intermediate level. Topics will be demonstrated by the trainer then attendees will be given practice examples.

Assumed Knowledge: Delegates need to be familiar with of Excel and specifically those included in our Excel Intermediate Levels 1 and 2.

what is it about The first 3-hour session will develop formulas and Sharing Files. The second 3-hour session will cover and Introduction to Recording and editing Macros and developing Pivot tables. Below shows in more detail the topics.

**Advanced Excel - Online Training module 1 (3 hours)**

* Lookup and Information Functions:
  + Index and Match
* Offset
* Database Functions: Dsum, Dmin, Dmax, Daverage, Dcount

**Break 15 minutes**

* Array & Statistical Formulae
* SumProduct alternative to using Arrays
* Forecast
* Rank and Percentile
* Frequency
* Sharing Files
* Tracking changes
* Accepting or rejecting changes

**Advanced Excel - Online training module 1 part 2 (3 hours)**

* Introduction to Macros
  + Displaying the Developer Tab
  + Recording Macro procedures
  + Saving Macros
  + Absolute and relative recording
  + Running macros: Assigning to QAT, shapes, Pictures and keyboard shortcuts
  + Introducing the VBA Project Window

Break 15 minutes

* Developing Pivot Tables
  + Inserting calculated fields
  + Manipulating Fields
  + Grouping Data
  + Pivot Table Styles
  + Showing and Hiding the Grand Totals
  + Summarizing Values by Sum, Count, Average, Max, and Product
  + Show Values As % of Grand Total, % of Column Total, % of Row Total
  + Using Slicers for Effective Filtering
* General Analysis Tools
  + Goal Seek
  + Scenarios
  + Solver