



# Course Outline

## Microsoft Office Excel Advanced - 1 Day

The skills and knowledge acquired in Microsoft Office - Excel 2016 Advanced are sufficient to be able to use and operate the software effectively.

At the completion of this course you should be able to:

- use logical functions to test whether a statement is true or false
- use a variety of data validation techniques
- use a range of lookup and reference functions
- create summaries in your spreadsheets using subtotals
- understand and create simple PivotTables
- construct and operate PivotTables using some of the more advanced techniques
- create recorded macros in Excel

Microsoft Office - Excel 2016 Advanced assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### Contents

#### Logical Functions

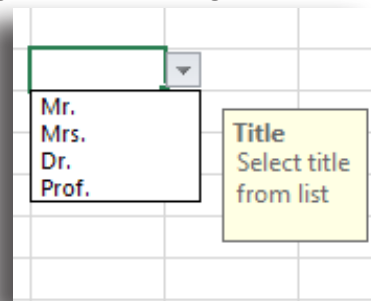
- Understanding Logical Functions
- Using IF To Display Text
- Using IF To Calculate Values
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

=IF(B7>10,"Bigger","Smaller")				
D	E	F	G	H
	IF	AND	OR	NOT
	=IF(B7>10,"Bigger","Smaller")			
	IF(logical_test, [value_if_true], [value_if_false])			

#### Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing Data Validation
- Creating an Input Message
- Creating an Error Message
- Creating Drop-Down Lists
- Using Formulas as Validation Criteria

- Circling Invalid Data
- Removing Invalid Data Circles
- Copying Validation Settings



#### Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX

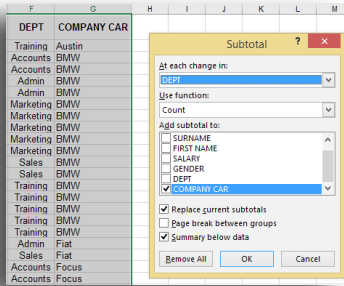
Quantity	Price	Deposit	Total Cost
2	=VLOOKUP(B7,Items_List,3,FALSE)		
1	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])		
2	£237.80	22%	£370.97
1	£677.00	12%	£595.76



- Using MATCH
- Understanding Reference Functions
- Using ROW And ROWS
- Using COLUMN And COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

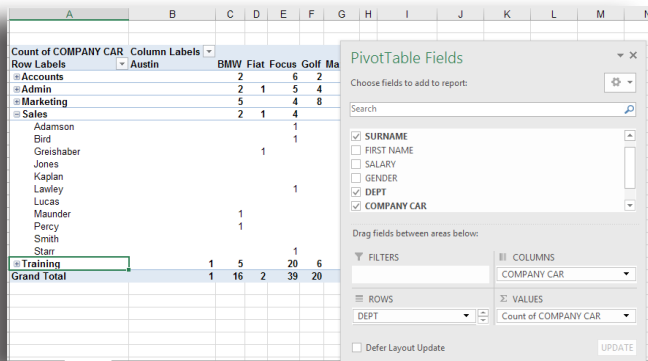
## Summarising Data

- Summarising Data Features
- Subtotalling a List
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Practice Exercise



## PivotTables

- Understanding PivotTables
- PivotTable Basics
- Working with the PivotTable Field List
- Creating the PivotTable
- Adding Fields to a PivotTable
- Value Field Settings
- Applying a Filter to a PivotTable
- Changing the PivotTable Report Layout
- Manipulating PivotTable Detail
- Creating A PivotChart
- Creating a PivotTable Report

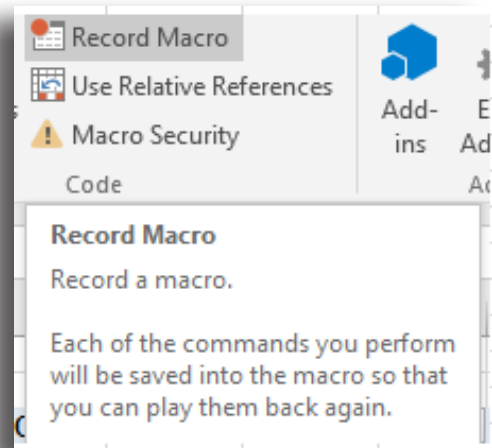


## PivotTable Techniques

- Using Compound Fields
- Counting In A PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable SubTotals
- Finding The Percentage of Total
- Finding The Difference From
- Grouping In PivotTables
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting In A PivotTable

## Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative References
- Viewing A Macro
- Editing A Macro
- Assigning A Macro To The Toolbar
- Running A Macro From The Toolbar
- Assigning A Keyboard Shortcut To A Macro
- Deleting A Macro
- Copying A Macro Tips For Developing Macros



## Concluding Remarks