

Who is this for?

You are probably already using Excel for some basic analysis and charting, and are comfortable using some of the standard Excel functions in your calculations. You'll want to be producing more analytical spreadsheets from larger amounts of data, perhaps held in Access, and be keen to automate as many tasks as you can.

What does it cover?

This course builds upon the skills in the intermediate level, introducing some new concepts and presenting some existing ones in greater depth. Data analysis is covered in some depth, with more detailed coverage on pivot tables and Excel's "What If?" tools. Macros are also introduced to show the power and potential of using this for recording and running repetitive tasks.

How long is it?

One day as a group, or can be split into several sessions if required for individuals.

Where is it run?

On your site, at home, or via one of the venues we use.

I'm interested ...

Just email us on enquiries@whitehorsect.co.uk or visit www.whitehorsect.co.uk to get in touch.

Course content

Dissecting data tables

Advantages and disadvantages

Creating a data table

Adding and deleting data

Creating new columns

Converting back to a range

Using functions with tables

- ♦ SUMIF() and COUNTIF()
- ♦ Looking up data between tables

Connecting to Access

More on functions!

Review of named ranges

The new IFS – SUMIFS(),
AVERAGEIFS(), COUNTIFS()

The Excel text functions – their
purpose, creation and uses

Nesting functions – searching for text

Nesting the IF() for multiple decisions

Looking up data from other sheets

Using VLOOKUP() with a drop down list

Combining VLOOKUP() and IF()

Using the approximate match

Using Excel's data analysis tools

Sorting review

Sorting by columns and custom lists

Filter review Filtering with the simple
filter & Advanced Filter

- ♦ Using criteria from other sheets
- ♦ Send results to another sheet

Using simple & multiple level sub totals

Creating pivot tables

Creating review

Updating the results

Adding a calculated item and field

Changing the summary calculation

Calculating running sums and
differences with the pivot table

Creating grouped items in a pivot table

Creating a pivot chart

Excel's What if? Tools

Scenario manager – creating and
showing scenarios

Goal seeker – setting the cell to a value

Solver – juggling the variables!

Being repetitive – recording and running macros

Recording a macro – relative versus
absolute

Running a macro

Assigning a macro to a toolbar

Ending with style – Excel's quick formats

Creating and applying a cell style

Modifying a style

Applying and modifying conditional
formatting