

FlexiCoach

Software Coaching and Consulting

Microsoft Excel Advanced

In this course the participant will learn advanced Excel features such as working with nested functions, consolidation of data & Data Linking across worksheets and workbooks. The participant will also learn how to secure cells and workbook structure. This course includes Understanding and Using Pivot Tables and Charts, and an introduction to Excel Macros.

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting the Default File Location
- Setting Advanced Options

Protecting Data

- Understanding Data Protection
- Providing Total Access to Cells
- Protecting a Worksheet
- Working With a Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access to Cells
- Password Protecting a Workbook
- Password Protected Workbook

Importing and Exporting

- Understanding Data Importing
- Importing From an Earlier Version
- Understanding Text File Formats
- Importing Tab Delimited Text
- Importing Comma Delimited Text
- Importing Space Delimited Text
- Importing Access Data
- Working With Connected Data
- Unlinking Connections
- Exporting to Microsoft Word
- Exporting Data as Text
- Inserting a Picture
- Modifying an Inserted Picture

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks

Data Tables

- Understanding Data Tables and What-If Models
- Using a Simple What-If Model
- Creating a One-Variable Table
- Using One-Variable Data Tables
- Creating a Two-Variable Data Table

Scenarios

- Understanding Scenarios
- Creating a Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report
- Merging Scenarios

PivotTables

- Understanding PivotTables
- Recommended PivotTables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter

PivotTable Features

- 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 PivotTable Reports

Validating Data

- Understanding Data Validation
- Creating a Number Range Validation
- Testing a Validation
- Creating an Input Message
- Creating an Error Message
- Creating a Drop Down List
- Using Formulas as Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles

Controls

- Understanding Types of Controls
- Understanding How Controls Work
- Preparing a Worksheet for Controls
- Adding a Combo Box Control
- Changing Control Properties
- Using the Cell Link to Display the Selection
- Adding a List Box Control
- Adding a Scroll Bar Control
- Adding a Spin Button Control
- Adding Option Button Controls
- Adding a Group Box Control
- Adding a Check Box Control
- Protecting a Worksheet With Controls

Sharing Workbooks

- Sharing Workbooks via the Network
- Sharing Workbooks via OneDrive
- Saving to OneDrive
- Sharing Workbooks
- Opening Shared Workbooks
- Enabling Tracked Changes
- Accepting or Rejecting Changes
- Disabling Tracked Changes
- Adding Worksheet Comments
- Navigating Worksheet Comments

FlexiCoach

Software Coaching and Consulting

Updating Links Between Workbooks

Grouping and Outlining

Grouping and Outlining

Creating an Automatic Outline

Working With an Outline

Creating a Manual Group

Grouping by Columns

Summarising and Subtotalling

Creating Subtotals

Using a Subtotalled Worksheet

Creating Nested Subtotals

Copying Subtotals

Using Subtotals With AutoFilter

Using Relative Names for Subtotals

Data Consolidation

Understanding Data Consolidation

Consolidating With Identical Layouts

Creating a Linked Consolidation

Consolidating From Different Layouts

Consolidating Using the SUM Function

Creating Running Totals

Creating Calculated Fields

Providing Custom Names

Creating Calculated Items

PivotTable Options

Sorting in a PivotTable

PivotCharts

Inserting a PivotChart

Defining the PivotChart Structure

Changing the PivotChart Type

Moving PivotCharts to Chart Sheets

Advanced Filters

Understanding Advanced Filtering

Using an Advanced Filter

Extracting Records With Advanced Filter

Using Formulas in Criteria

Understanding Database Functions

Using Database Functions

Using DSUM

Using DMIN, DMAX & DCOUNT

Editing Worksheet Comments

Deleting Comments

Recorded Macros

Understanding Excel Macros

Setting Macro Security

Recording a Simple Macro

Running a Recorded Macro

Relative Cell References

Relative vs Absolute

Viewing a Macro

Editing a Macro

Assigning a Macro to the Toolbar

Running a Macro From the Toolbar

Assigning a Macro to the Ribbon

Assigning a Keyboard Shortcuts

RELATED COURSES

Excel Intermediate | Excel Intermediate | Excel Formulas & Functions | Excel Data Tools & Dashboards



COACHING AND MENTORING



REPLAY ANYTIME E-LEARNING



PRE / POST COURSE HELPDESK



FLEXIBLE LEARNING OPTIONS

**All the subjects in this course are elective,
Participant may choose to focus on certain
skills, more than others.**

For further information on this or another
Course, please contact us by email to
coach@flexicoach.com.au

Or submit a request via our website:

www.flexicoach.com.au