MS Excel 2016 Course Outline – Advanced level

Course Objectives

This advanced MS Excel course focuses on analysing data in Excel. You will also find it helpful if you spend most of your working day using Excel and need to learn more about the various functions.

By the end of this course you will be able to work with logical functions such as IF and OR, NOT and count up blank cells, add up cells that meet a certain criteria with CountIF. You will learn how to use V and H lookups to quickly pick up data. You will learn how to perform calculations based around dates and also create different types of charts (depending on the data you have) including new ones such as Waterfall and Histograms.

Estimated course duration is 3-4 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Logical Functions
- If Function
- Nesting Functions
- AND & OR Functions
- Not Function
- Nested IF Functions

Maths and Statistical Functions
- Count A
- Count Blank
- Count IF
- SUM IF
- Integer
- Displaying and Printing Formulas

Lookups
- Vlookups
- Hlookups
- Using Index
- Using Match

Text Functions
- Case
- Left and Right
- Concatenate

Working with dates and times
- Calculations with dates and times
- Subtracting time
- Subtracting one year from another
- Working out your age
- How many days to a future date
- Number of weekdays between 2 dates
- Add days, weeks, months or years to a date
- How many minutes have you been alive?

Charts
- Column charts
- Line charts
- Bar charts
- Pie charts
- Area charts
- Scatter charts
- Stock charts
- Surface charts
- Doughnut charts
- Radar charts
- Bubble charts
- Histogram charts [NEW]
- Pareto charts [NEW]
- Waterfall charts [NEW]
- Box and Whisker charts [NEW]
- Sunburst charts [NEW]
- Tree map charts [NEW]