

MS Excel 365 - Master level

Course Objectives

This master MS Excel course is designed for users who have attended an advanced level course or are already confident with the basic features.

By the end of this course, you will be able to work with financial functions such as PMT, FV, PV and Rate, Lookup and Reference Functions such as Match, Index, Offset, Filter and Sort, Pivot Tables and Charts, Documenting and Auditing, Manipulating Data including Sorting, Compare and Merge and Flash Fill, Automating repetitive tasks with Macros.

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

Financial Functions

- PMT Function
- FV & PV Functions
- RATE Function

Using Lookup & Reference Functions

- Combining MATCH with INDEX
- Combining LOOKUP with MATCH
- Using Lookup Functions with Named Ranges
- OFFSET Function
- FILTER Function
- SORT Function

PivotTables & Pivot Charts

- Working with PivotTables
- Rearranging PivotTables
- Slicers
- Formatting PivotTables
- Pivot Charts
- Using GETPIVOTDATA with Pivot Tables

Documenting and Auditing

- Formula errors
- Evaluating formulas
- Using the Watch Window
- Using Comments
- Data Validation
- Workbook co-authoring
- Displaying & printing formulas

Manipulating data

- Sorting by value
- Sorting by formatting
- Advanced sorting features
- Converting Text to Columns
- Compare & merge data
- Flash Fill
- Automating repetitive tasks

Explaining Macros

- Macros Security Levels
- Recording Macros
- Running Macros
- Assigning Macros to Quick Access Toolbar

Analytical Options

- Goal Seek
- Solver
- The Analysis Toolpak/Quick Analysis Tool

Scenarios

- Data Tables
- One Input Variable
- Two Input Variable