

Course Objectives

This expert MS Excel course is designed for users who have attended a master level course.

By the end of this course, you will be able to explore Pivot Tables, using calculated fields, items, sorting, grouping fields and using VLOOKUP's with Pivots, amongst other topics. You'll be able to work with Macros, integrate Excel with Word, use Advanced Formula Features with creating Dynamic Named Ranges, look at information Functions including ISERR, ISERROR, ISBLANK, ISNUMBER, ISNA and ISFORMULA, work with Database Functions covering DSUM, DCOUNT, DMIN, DMAX and DAVERAGE and more.

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

Exploring Pivot Tables

- Creating Calculated Fields
- Creating Calculated Items
- Sorting Pivot Table Data
- Creating Filter Fields
- Showing Filter Page Fields
- Drilling Down Into the Data
- Creating Pivot Tables from Multiple Ranges
- Grouping Fields
- Using VLOOKUP's with Pivots
- Percentages of Parent Row Totals
- Summarise Values By
- Inserting Timelines

Working with Macros

- Assign Macros to Worksheet Controls
- Exploring the Visual Basic Editor
- Making Simple Edits to Macros
- Disable Screen Flashing
- Inserting Breakpoints
- Creating Worksheet Functions
- Using Worksheet Functions
- Distributing Worksheet Functions

Excel Integration

- Creating Hyperlinks to Files and Websites
- Creating Links to Workshop Locations and Emails
- Using Excel Data in Word
- Using Excel Charts in Word
- Using Excel Data as a Mail Merge
- Importing & Exporting Data

Database Functions

- DSUM & DCOUNT Functions
- DMIN & DMAX Functions
- DAVERAGE Function

Advanced Formula Features

- Creating Dynamic Named Ranges
- Assigning Formula Names
- Data Validation with the INDIRECT Function
- Creating Running Totals

Information Functions

- ISERR Function
- ISERROR Function
- ISBLANK Function
- ISNUMBER Function
- ISNA Function
- ISFORMULA Function

Introduction to Array Formulas

- Understanding Array Formulas
- Creating Array Formulas
- Understanding Dynamic Arrays

Using Power Query

- Cleaning and Shaping Data
- Combining Data with Merge
- Combining Data with Amend
- Loading and Refreshing