Microsoft Excel Advanced - Outline and Schedule

Prerequisite: Possess intermediate knowledge of Excel (not for beginners)

Course Description
Excel is essential skill-set required by many companies, from small organization to large corporations. It is of utmost importance that users are able to manage data - statistics, planning, reporting efficiently. In this 1 day course - you will be learning the more advanced features of Excel.

Target Audience: This course is ideal for anyone who needs to maintain data within spreadsheet, be it accounts, customer information, Sales and Marketing, Administration, Procurement, Human Resources, Business Development and Engineering.

Learning Objectives:
Upon Completion of this course, students will:

- Have a better understanding of the higher functions of Excel.
- Be able to perform more advanced calculations and functions, manipulate data using pivot tables and 'advanced' analysis, record macros and integrate with other office applications.

Methodology
70% practical hands-on sessions and 30% Theory. Students will have mastered subject matter with confidence, and be able to independently pursue subject matter by the end of class.

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Day 1

Time	Subjects
9.00 -10.30 am	1. What if Analysis ○ Using Scenario Manager ○ Creating and editing scenarios ○ Creating a scenario report
10.30 -11.30 am	2. Data Tables ○ The single variable data table ○ 2 variable data table ○ Adding additional formatting
11.30 -12.30 pm	3. Working with outlines ○ Applying an outline ○ Automatic outlining ○ Displaying and collapsing levels ○ Modifying outline settings ○ Creating subtotals 4. Checking for Duplicates ○ Showing & Copying Subtotal data ○ Grouping & Outlining Data ○ Viewing Grouped and Outlined Data
12.30 -1.00 pm	Exercise
1.00 -2.00 pm	Lunch
2.00 - 3.00 pm	5. Analysing Data with Pivot Tables Creating Pivot Table Defining the source range Inserting, moving and deleting fields Showing and hiding fields Grouping and ungrouping fields Renaming fields Defining field properties Formatting a pivot table Refreshing a pivot table
3.00 -4.00 pm	6. Index and Match 7. V & H Lookup
4.00 -5.00 pm	Exercises

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