



## Excel Advanced

**Students will cover how to automate worksheet functionality, audit worksheets, analyse data, work with multiple workbooks, export Excel data and import/export XML data.**

### **Automating Worksheet Functionality**

Learn how to update worksheet properties, create and edit a macro, apply conditional formatting, and add data validation criteria.

### **Auditing Worksheets**

Learn here how to: trace cells, troubleshoot invalid data and formula errors, watch and evaluate formulas, and create a data list online.

### **Analysing and Presenting Data**

Learn how to: create Sparklines, create scenarios, perform a what-if analysis, perform statistical analysis with the Analysis ToolPak, and create interactive data with Power View.

### **Using PivotTables**

Learn how to create and manipulate a PivotTable and its data as well as how to sort and filter it.

### **Formatting a Worksheet**

How to apply conditional formatting.

### **Working with Multiple Workbooks**

Students learn how to: consolidate data, link cells in different workbooks, and merge workbooks.

### **Exporting Excel Data**

This lesson covers how to: export Excel data, import a delimited text file, integrate Excel data with the web, and create a web query.

### **Importing and Exporting XML Data**

This lesson shows students how to import and export XML data.

## What it covers:

- Auditing Worksheets –  
trace cells
- Analysing and  
Presenting Data –  
what if analysis,  
statistical analysis
- PivotTables
- Conditional  
Formatting
- Multiple Workbooks
- Importing & Exporting  
Data
- Macros

All days are 9.00 am – 4.30 pm. Fees and dates are negotiable for on site courses, public course dates and fees can be provided on request.