



Microsoft Excel Advanced Course



Course Facilitator

The course is facilitated by Zunaid Khan CA(SA), MBA, B.Sc.(Comp.Sci.)

Course Delivery

The course consists of video based training delivered online.

It is self-paced and consists of 97 lessons making up over 9 hours of video training and will take approximately 21 hours to complete.

Full online support is provided on our forum should you require any help with the material.

Certification

An online assessment is included with the course. On passing the online assessment a certificate will be issued to you.

You have up to 1 year from the date of registration to take the online assessment.

Software Requirements

You require Microsoft Excel 2016 or later in order to complete this course.

If you don't already have Microsoft Excel 2016 or later, you can get a free 30 day trial of Office 365 which includes the latest version of Microsoft Excel.

This will provide you with sufficient time to complete the course.



Formulas and Functions (Part 1)

Data Consolidation

Paste Special, Paste Links and Data Consolidation

Conditional Formatting

Data Bars, Color Scales, Icon Sets and Formatting Duplicates

Worksheet Protection

Protecting Sheets

Managing Data

Data Text to Columns and Flash Fill

Preparing Data

Autosum, Quick Analysis Totals, Named Ranges
Absolute & Relative Referencing

Lookup Functions

VLOOKUP Introduction, Approximate Match
VLOOKUP with column numbers
VLOOKUP with MATCH
VLOOKUP with Named Ranges

Text Functions

TRIM, LEFT, FIND, MID and Concatenation

Logical Functions

IF, IFS and SWITCH Functions. Using AND and OR.
Commission Calculation example

Statistical and Mathematical Functions

COUNTIF and COUNTIFS Functions
SUMIF and SUMIFS Functions
Quick Analysis percentage of total

Date and Financial Functions

Introduction to Dates
DAYS, NETWORKDAYS and ISOWEEKNUM Function

Lookup functions like VLOOKUP allow users to search for a value in a table and return a corresponding value from another column.

They are commonly used for data analysis and reference purposes.

Text functions such as LEFT, FIND, and MID, enable users to manipulate and extract text strings based on specific criteria.

These functions are useful for parsing data and performing text-related tasks, including cleaning up data which has been imported from another system.

Logical functions like IF and IFS help users make decisions based on specified conditions.

The IF function allows users to perform different actions based on a logical test, while the IFS function evaluates multiple conditions.

Mathematical functions like SUMIF enable users to perform calculations based on specific criteria.

Lookup, text, logical, and mathematical functions enhance data analysis capabilities, automate tasks, and improve efficiency in handling various types of data and calculations.



Data Analysis (Part 2)

Search bar and Smart Lookup

Sorting Data

- Quick Sort
- Data Sort by Level
- Sorting by Fill Color
- Sorting using Custom Lists

Subtotalling Data

- Subtotal Function
- Subtotal Feature
- Subtotal Copy and Paste

Filtering Data

- Autofilter
- Advanced Filtering Functionality

Data Validation

- Data Validation of Numbers
- Data Validation using a list
- Advanced Data Validation.

What-If Data Analysis

- Scenario Manager
- Goal Seek
- Data Table – One Variable and Two variables
- Forecasting

Macros

- Macros Introduction
- Relative References
- Additional Macro functions
- Personal Macros
- Macro application

What-If data analysis allows us to explore different scenarios by changing variables and analysing the impact on outcomes.

The Scenario Manager is a tool that enables us to create and manage multiple scenarios to compare different sets of input values and see the resulting outcomes.

Goal Seek helps us find the input value needed to achieve a desired outcome by adjusting other variables.

Data Table allows users to perform What-If analysis by calculating multiple results based on different sets of input values for one or two variables.

Forecasting in Excel involves using historical data to predict future trends and outcomes, helping users make informed decisions and plans.

Macros are recorded sequences of actions that can be automated to perform repetitive tasks quickly and efficiently.

Using macros, users can automate tasks such as data manipulation, report generation, formatting, and more.

Excel macros are widely used by professionals to streamline workflows, reduce manual errors, and save time on repetitive tasks.



Pivot Tables (Part 3)

Pivot Tables Introduction

Designing, formatting and displaying Pivot Tables

Design Tab
Selecting and Formatting
Grouping and Ungrouping
Summarise Values by
Show Values As

Calculated Fields and Items

Calculated Fields
Calculated Items

Sorting and Filtering Pivot Tables

Sorting Pivot Tables
Filtering Pivot Tables
Report Filter Pages
Slicers
Timelines

Pivot Charts

Pivot Table Options

Layout and Format Options
Display Options
Printing Options
Data Options

Pivot tables are a powerful tool that allow us to summarise and analyse large amounts of data.

They are commonly used for data analysis, visualisation, and reporting purposes.

Pivot tables enable users to rearrange and summarise data dynamically, making it easier to identify patterns and trends.

Users can quickly create pivot tables by dragging and dropping fields to analyse data in different ways.

Pivot tables can perform calculations such as sum, average, count, and more on the data being analysed.

They are an efficient way to summarise and present complex data in a simplified format.

Pivot tables can be used to create interactive dashboards and reports for better decision-making.

Users can easily customise the layout, format, and design of pivot tables to meet their specific needs.

Pivot tables are widely used in businesses, finance, marketing, and other industries for data analysis and reporting purposes.



I **Irma Grobler**



"Professional, sufficient and pleasant. I did the Sage 50c Pastel Partner Intermediate course through Talent Stream and did very well. I will definitely use them in future courses."

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K **Kundiso Manditereza**



"Talent Stream has videos that are well explained and that address questions you haven't even asked yet. I had so much fun learning and completing the SAGE Practitioner course. I got 90% on my first attempt! If you ask, I'd definitely recommend them!"

Google review verified by Endorsal.io

M **Matteo Naude**



"The course was well put together and for someone that only has grade 9 it was an positive experience to study and stay consistent with every step provided. The Mock examinations was great for preparing me for the final test. Very happy with the results. Thank you"

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