

# 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.

# Course Overview

## Formulas and Functions (Part 1)

### Data Consolidation

- Paste Special
- Paste Links
- Data Consolidation using a formula
- Data Consolidation using 3D references
- Using the Data Consolidation feature – Part 1
- Using the Data Consolidation feature – Part 2

### Conditional Formatting

- Data Bars
- Conditional Formatting (continued)
- Color Scales
- Icon Sets
- Formatting duplicates

### Worksheet Protection

- Protecting Sheets
- Protection (continued)

### Managing Data

- Data Text to Columns – part 1
- Data Text to Columns – part 2
- Flash Fill

### Preparing Data

- Autosum
- Quick Analysis Totals
- Named Ranges
- Absolute and Relative Referencing – Part 1
- Absolute and Relative Referencing – Part 2
- Absolute and Relative Referencing – Part 3

# Course Overview (continued)

## Lookup Functions

- VLOOKUP Introduction
- VLOOKUP – Conditional Formatting Tip
- VLOOKUP – Approximate match
- VLOOKUP – Column Numbers
- VLOOKUP with MATCH
- VLOOKUP with Named Ranges

## Text Functions

- TRIM Function
- LEFT Function
- FIND Function
- MID Function
- Concatenating Strings

## Logical Functions

- IF Function
- IFS Function
- SWITCH Function
- Using OR
- Using AND
- EXAMPLE – Commission Calculation

## Statistical and Mathematical Functions

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

## Date and Financial Functions

- Introduction to Dates
- DAYS Function
- NETWORKDAYS Function
- ISOWEEKNUM Function

# Course Overview (continued)

## Data Analysis (Part 2)

### Search bar and Smart Lookup

- Search bar
- 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 – Part 1
- Autofilter – Part 2
- Advanced Filter – Part 1
- Advanced Filter – Part 2
- Advanced Filter – Part 3

### Data Validation

- Data Validation – Numbers
- Data Validation – Lists – Part 1
- Data Validation – Lists – Part 2
- Data Validation – Advanced

### What-If Data Analysis

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

# Course Overview (continued)

## Macros

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

## Pivot Tables (Part 3)

### Pivot Tables Introduction

- Pivot Tables Introduction – Part 1
- Pivot Tables Introduction – Part 2

### Design, formatting and displaying Pivot Tables

- Design Tab
- Selecting and Formatting
- Grouping and Ungrouping
- Summarise Values by
- Show Values As – Part 1
- Show Values As – Part 2

### 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 Charts

# Course Overview (continued)

## Pivot Table Options

- Layout and Format Options
- Display Options
- Printing Options
- Data Options

## Sparklines and 3D Maps

- Sparklines
- 3D Maps