

24hrs - ICDL Perform Advanced Spreadsheet Functions (Excel Advanced)

Course Duration: 3 days (23 hours of training, 1 hour of Assessment), 9:00am - 6:00pm

Course Outline:

Advanced Formatting

- Considerations in Designing a Spreadsheet
- Working with Cell Styles & Document Themes
- Apply, Create & Manage Conditional Formatting
- Creating a Custom Number Format

Working with Tables

- Create a Table & Use of Total Row
- Sorting & Filtering a Table
- Formatting the Table
- Converting to a Range

Advanced Functions and Formulas

- Formulas with Multiple Operators
- Using and Managing Defined Names
- Using Mixed Cell Referencing
- Date and Time Functions
- Using Logical Functions (IF, AND and OR)
- Using Lookup Functions
- Mathematical and Statistical Functions
- Using Financial, Text & Database Functions
- Using 3D Reference within SUM Function

Validating Data and Auditing Worksheets

- Using Data Validation
- Auditing Tools
- Displaying and Tracing Formulas
- Understanding Formula Errors

Managing Charts

- Editing, Adding, and Removing Chart Data
- Changing Chart Data
- Change Scales and Display Unit of the Axis
- Add Secondary Axis & Change Series Chart Type
- Changing and Aligning Data Labels and Chart Legend

Working with Data Ranges

- Sorting by a Custom List
- Creating a Custom AutoFilter
- Using Advanced Filter

Working with PivotTables

- Creating a PivotTable
- Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating & Formatting a PivotTable
- Creating a PivotChart
- Using Slicers between PivotTables

Analyzing Data

- Creating Scenarios
- Working with Data Tables
- Using Goal Seek
- Using Text to Columns
- Grouping and Outlining Data
- Using Subtotals
- Consolidating Data by Position or Category

Managing Templates

Linking and Importing Data

- Inserting a Hyperlink
- Linking Data & Managing External Links
- Importing Data
- Working with Existing Data Connections

Working with Macros

- Record, Play & Delete a Macro
- Adding a Macro to the Quick Access Toolbar

Managing Collaborative Editing

- Working with Comments to Cells
- Tracking Changes
- Protecting Worksheets & Worksheet Elements
- Protecting a Workbook