



@ASK Training
Attitude | Skills | Knowledge

Microsoft Excel Advanced - Fast Track

Course Code:

ASKEAF

Course Duration:

1 day, 9:00am – 5:00pm

Course Fee:

\$200 (\$218 Inc. 9% GST) per participant
No SDF grant

Any of the 2 fast track – 10% offer

\$360 (\$392.40 Inc. 9% GST)

Any of the 3 fast track – 20% offer

\$480 (\$523.20 Inc. 9% GST)

Course Dates:

<https://asktraining.com.sg/course-schedule/>



Course Synopsis

Microsoft Excel 2019 – Advanced is designed for the participant who wants to leverage on the Advanced functions and features to improve productivity and enhance your spreadsheets to simplify your daily work activities.

The course focuses on practical examples that will help users easily transit to using these formulas and functions in real-world scenarios.

Participants will be shown some of the most challenging formulas and functions in Excel and how to put them to their best use.

In this 1-day workshop, you will be guided to use Lookup formulas, Match and Index formulas, Text & Date formulas and Financial formulas. Besides that, you will learn to analyse data and appreciate the powerful feature in using Pivot Tables. You will have the opportunity to learn simple Macros.

Since this is a fast track course, you only learn what you need to be proficient and efficient.



Course Outline

Advanced Functions and Formulas

- Displaying and Tracing Formulas
- Using Financial Functions (PMT & FV)
- Using Lookup Functions (VLOOKUP, HLOOKUP)
- Using Lookup & Reference Functions (MATCH & INDEX)
- Using Text Functions (PROPER, CONCATENATE, UPPER, LEFT & etc)
- Using Date & Time Functions

Organizing and Analysing Data

- Creating Scenarios & Report
- Working with Data Tables
- Using Goal Seek
- Using Text to Columns
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas

Working with PivotTables

- Creating and Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating a PivotTable
- Formatting a PivotTable
- Creating a PivotChart
- Creating a Standalone PivotChart
- Use Slicers to Share Slicers Between PivotTables

Working with Macros

- Recording a Macro
- Playing and Deleting a Macro
- Adding a Macro to the Quick Access Toolbar