Microsoft Excel

PREREQUISITES

- (≥ 16 years old); or
- 1 year working experience

Regularly use Excel to create, edit & format worksheets. Able to create formulas with relative & absolute references, use basic IF function & manage worksheets.
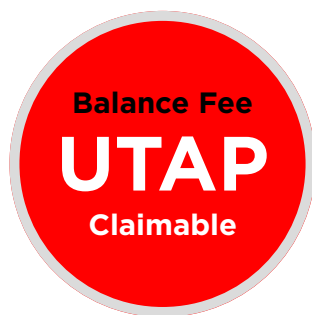
DURATION

- 📅 **2 Days**
- 🕐 **9 AM - 5 PM**

COURSE DATES

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

Course Code: **ASKMEA**

Balance Fee

UTAP

Claimable

Full Course Fee:
S$436
(inclusive of 9% GST)

Microsoft Excel – Advanced

Course Description

Do you work with data or create reports for leaders? Excel is a powerful tool for fast, accurate calculations and professional data presentation. The Microsoft Excel – Advanced course is perfect for mastering advanced features to boost your productivity.

Used across industries, Excel is essential for roles from finance to manufacturing—and even personal budgeting.

In this 2-day course, you'll learn advanced functions like text, date & time formulas, lookups, and error handling. You'll also manage and consolidate data, create PivotTables, and automate tasks with macros for greater efficiency.

Course Objectives

- ☑ Use and Manage defined Names. Display & trace Formulas and understand Errors

- ☑ Use Advanced functions in Date, Time, Logical, Text and Lookups

- ☑ Use Data Validation to control the data being accepted such as controlled text length and drop list.

- ☑ Create Scenarios, use of Goal Seek & Solver

- ☑ Group and Outline Data & Using Subtotals

- ☑ Consolidate Data by Position or Category, and Use Formulas

- ☑ Use and format of PivotTable, PivotChart and Slicers

- ☑ Record, play and delete a Macro. Adding a Macro to the Quick Access Toolbar

Course Outline

Advanced Functions and Formulas

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Defining Names
- Using and Managing Defined Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Financial Functions (PMT)
- Using Logical Functions (IF, AND, OR, SUMIF, COUNTIF & etc)
- Using Lookup & Reference Functions (VLOOKUP, HLOOKUP, MATCH & etc)
- Using Text Functions (PROPER, CONCATENATE, UPPER, LEFT & etc)
- Using Date & Time Functions

Working with Data Ranges

- Creating a Custom AutoFill List
- Applying Conditional Formatting
- Creating & Managing Conditional Formatting Rules
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter
- Using Data Validation

Organizing and Analyzing Data

- Working with Scenarios & Creating a Scenario Summary Report
- Working with Data Tables
- Using Goal Seek & Solver
- Using Text to Columns
- Grouping and Outlining Data
- Using Subtotal
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas
- Sharing a Workbook
- Track changes
- Compare and Merge Workbooks

Working with PivotTables

- Create and Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Using Multiple PivotTable Fields
- Filtering & Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Update & Format a PivotTable
- Create a PivotChart
- Using Slicers & Sharing Slicers Between PivotTables

Working with the Web and External Data

- Inserting a Hyperlink
- Importing Data from a Text File and an Access Database
- Importing Data from the Web Working with Existing Data Connections

Working with Macros

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