



Microsoft

Excel

Level 3: Advanced

Who Should Attend

This workshop is intended to help all users get up to speed quickly on the advanced features of Excel. We will cover using the new functions in Excel, worksheet Automation, auditing and error checking, data analysis and BI, working with PivotTables and Visual Basic.

Format:

- 1x1-day instructor-led online sessions

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Excel Level 1: Foundation
- Excel Level 3: Advanced

Master Excel's advanced tools for data mastery and automation

Learn how to master a wide range of advanced Excel skills that enable more efficient and powerful data analysis and workbook automation.

This course will help you with:

- Use the new features in MS Excel
- Create Dashboards using Camera Tool.
- Understand and use new Functions in Excel
- Create Tables, use PivotTable, PivotCharts & Slicers.
- Use PowerPivot to analyse large data sets
- Understand Data analysis and Business intelligence features in Excel
- Use advanced Data Analysis functions in DAX
- Automate some Tasks using Macros/VBA.

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Synopsis:

Excel Level 3: Advanced

This Microsoft Excel advanced course will extend your knowledge into some of the more specialized and advanced capabilities of Excel by using the data analysis and business intelligence features. You will learn how to use the newer functions and features including PivotTables and Power Pivots for analysis of large data sets. Using Get and Transform functions are always popular sections on the course, as well as a first look at creating Macros using the powerful point and click features available in Microsoft Excel.

Unit 1 What's new in Excel

- Named Ranges, Copy&paste options, Camera Tool, Notes, Comments
- Creating a MS Excel Dashboard, KPI example
- Using Quick Analysis, Summations, Data bars, Rules, Charts, Tables.

Unit 2 New functions in Excel

- New functions in Excel - Ifs, Switch, MaxIifs, MinIifs, Countifs, SumIifs, Iferror
- Excel functions – TextJoin, Concat, vLookup / xlookup examples

Unit 3 Analysing Data using PivotTables

- Changing the layout and format of the PivotTable
- Calculations and analysis in Pivot Tables
- Using Slicers to filter the PivotTable data
- Using Pivot Charts.

Unit 4 Data Analysis and BI

- Introduction to Power Pivot
- Using the Power Pivot for Business Analysis and reporting
- Using Get and Transform
- Power Query and data models
- Power Maps
- Business Intelligence, DAX for Business Analysis and reporting

Unit 5 Visual Basic for Applications

- Visual Basic Editor
- Recording macros
- Creating user functions using Visual Basic for Applications
- Lambda Functions



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