Advanced Excel 2

Seminar Overview

As there are so many useful advanced features, we now have two Advanced Excel seminars. They cover different topics and are independent of each other. These half day hands-off seminars are designed to take your use of Excel to the next level, significantly enhancing what you can do with your data. They are an effective alternative to traditional hands-on class-room based courses, saving you money, cutting your learning time in half and at the same time increasing your efficiency and productivity. They are essential for anyone who wants to get the best out of Excel.

Detailed seminar notes, workbook and data files are emailed at the end of the seminar allowing you to review and practise what you have learned in your own time and at your own pace.

The seminars are run under Windows and are suitable for users of 2007, 2010, 2013, 2016 and 2019 as well as Office 365.

Seminar Prerequisites

The seminar is ideally suited to delegates who already have a good working knowledge of Excel either from attending our Making the Most of Excel seminar or from practical experience in the workplace.

Please note this seminar is not suitable for beginners. Delegates must be able to carry out basic calculations, use Excel functions such as SUM and AVERAGE, sort and filter lists and create simple charts.

Seminar Content

What If Techniques

Learn how to use Goal Seek to make the worksheet produce the answer you want. See how to use Scenario Manager to create alternative results and how to summarise alternatives with Data Table.

Consolidating Data

See how to add through multiple sheets in a file and how to link sheets and files with formulas. Use Data Consolidate to summarise tables even when they are not laid out the same. Harness the power of Paste Special and find out how you can use it to accumulate values, convert negative values to positive ones, convert formulas to values and transpose data.

Working with Text Files

Find out how to import text files, how to use text to columns and how text functions can be used to covert text to upper or lower case and extract specific parts of a text entry.

Advanced Conditional Formatting

See how to use Icon Sets and Data Bars, learn how to use Rules Manager to create new rules, edit predefined rules, manage existing rules and how to use formulas and functions as conditions.

Advanced Sorting and Filtering Techniques

Learn how to sort lists by colour, icon and custom list. See how to use Advanced Filter to filter on multiple criteria and how it can save you hours when filtering long lists, particularly if you need to copy the filtered data to a different location.

Templates

We will show you how to create templates and edit them and how to change the default template so that blank workbooks have the characteristics that you want such as pre-defined headers and footers.

Advanced Charting

Learn how to create more advanced charts such as Combination Charts. Learn how to plot values on a secondary axis and how to add trend lines.