

MICROSOFT EXCEL ADVANCED (LEVEL 3)

Microsoft Advanced Excel is a one day course. **Prerequisite:** Microsoft Excel Intermediate

LESSON 1:

Calculating Across Workbooks In Excel

Calculating Across Workbooks

Calculating Across Two Workbooks

Linking Cells

Linking Using =

Linking Using Copy, Paste Special, Link

Moving Worksheets To Other Workbooks

Copying Worksheets To Other Workbooks

Moving/Copying Worksheets To A New Workbook

Opening A Workbook Containing Links

Notes About Linking

Consolidating Information

Formative Assessment

LESSON 2:

Named Ranges And Functions

Named Ranges

Naming Ranges Using The Menu

Creating Name Ranges Using Column Or Row Headings

Naming Ranges Using The Formula Bar

Applying Named Ranges

FUNCTIONS

Select A Function

If Function

Nested If Function

Combining If Function With Other Functions

The If Function Can Be Combined With Many Other Functions.

And / Or

Ifsum

Rounding Numbers

=Round(Sum())

Is Functions

Isnumber

Istext

Isererror

Lookup Functions

Vlookup

Common Errors

Formative Assessment

LESSON 3:	
Advanced Formatting, Styles And Templates	
Additional Formatting	
Setting Default Fonts	
Shrink To Fit	
Wrapping Text	
Merging Cells	
Copy Formats	
Templates	
Creating A Template	
Using A Template	
Editing A Template	
Delete A Template	
Protecting Your Worksheet	
Styles	
Applying An Existing Style	
Creating A Style	
Creating A Style From An Existing Format	
Applying A Style	
Copying Styles	
Editing Styles	
Deleting A Style	
Conditional Formatting	
Apply Conditional Formatting	
Clear Conditional Formatting	
Edit A Conditional Formatting Rule	
Formative Assessment	
LESSON 4:	
Advanced Filter And Pivot Tables	
Advanced Filter	
Clear The Filter	
Pivot Tables	
Editing The Pivot Table	
Rearranging Fields	
Field Settings	
Show Or Hide Subtotals And Grand Totals	
Insert A Calculation	
Updating Pivot Tables	
Display Or Hide Detail	
Group And Ungroup	
Formatting Pivot Tables	
Report Layout Options	
Number Format	
Pivot Table Options	

Pivotchart Reports	
Formative Assessment	
LESSON 5:	
Advanced Charts	
Advanced Charts	
Creating A Chart From Non-Contiguous Ranges	
Chart Type	
Types Of Charts	
Charts Templates	
Applying A Template	
Combination Charts	
Changing The Data Range	
Changing Individual Series	
Copy, Paste Special, Paste Link	
Formative Assessment	
LESSON 6:	
Toolbars And Hyperlinks	
Customising The Quick Access Toolbar	
Hyperlinks	
Html Files	
Formative Assessment	