



Excel Advanced

Course Content



General Outline

Some of the more complex aspects of Excel are covered in this Advanced course—but we make it all easy and straight forward for you.

The course focuses on how to create more powerful reports from your data, how to speed that process up and automate it, and how to make it all user-friendly. You'll learn how powerful macros can be. **And we'll show you how to adapt it all to your work to save time and solve your problems.**

Detailed Course Outcomes

- ◆ Use features to update and massage data automatically.
- ◆ Use **IF** functions (IF, COUNTIF, SUMIF, multiple IFs).
- ◆ Use and troubleshoot **LOOKUP** functions.
- ◆ Create **complex 'nested' formulas** to extract data better.
- ◆ Use automated database features and **SUBTOTAL** functions.
- ◆ Automate processes by creating and working with **macros**.
- ◆ Edit macros and work with **Visual Basic (VBA)** code.
- ◆ Use **data validation** to prevent data-entry errors.
- ◆ Use **conditional formatting** for 'dashboard' reporting.
- ◆ Apply data-entry **protection** to data correctly.
- ◆ Share workbooks and work with **templates**.

Client Reviews

"I'll be going home right now and trying out some of this great stuff!"

Carol, Payroll Officer

"I came here to master macros and that's exactly what I did. Will save me stacks of time."

Meredith, Finance

"Being able to come for a free refresher course will make it sink in better."

Richard, Engineer

"Excellent facilities, small class, and they're nice people too!"

Lorrae, HR Coordinator

"Wow, they just didn't teach you the shortcuts, but gave me some better ideas for my reports as well."

Peter, Construction planner

"Will be back for more. Really enjoyed it."

Jacqui, Project officer

Delivery & Duration

- ◆ 1 day public course, **OR**
1 x 3-hour online session **OR**
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:
[classtraining.com.au/
coursedates/2-excel-advanced/](http://classtraining.com.au/coursedates/2-excel-advanced/)

Prerequisites

CLASS Training Excel Intermediate course or previous experience with Excel is highly recommended.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of webinar.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:
office@classtraining.com.au
- ◆ Book online:
[classtraining.com.au/
coursedates/2-excel-advanced/](http://classtraining.com.au/coursedates/2-excel-advanced/)

