

ADVANCED EXCEL TRAINING PROGRAMME

1. The „Go To” Tool

- copying ranges with hidden rows,
- formatting only the cells with data.

2. Conditional formatting

- highlighting cells containing certain text or values,
- data bars, color scales, icon sets,
- marking duplicates and unique values,
- setting the conditional formatting.

3. Advanced functions

- logical functions - if, or, and,
- mathematical and statistical functions - countif, sumif, sumifs, countifs,
- the lookup and reference functions - vlookup, hlookup, index, match,
- the date and time functions – today, day, month, year, weekday, networkdays, workday,
- text functions – left, right, mid, len, upper, lower, concatenate, proper,
- combining several functions into one – function nesting.

4. Solver and Goal Seek tools.

5. MS Excel Data import methods

- usage of proper text string processing tools.

6. Pivot tables

- creating a pivot table,
- refreshing source data, grouping data, filtering and sorting in pivot tables,
- changing analytical functions, calculated fields and items.

7. Advanced charts – data visualisation

- displaying data of different order of magnitude,
- creating advanced charts, changing source data range,
- advanced settings – changing chart colours, layout and scale,
- detailed settings of the data layout shown on a graph,
- chart with dual axes, trendlines.

8. Macros

- recording, activation, macro security.