

Microsoft Excel Advanced

Why MS Excel Advanced Certifications ?

Advanced Excel Functions refers to the features and functions of Microsoft Excel, which helps the user to perform complex calculations, perform data analysis, and much more. In this article, you will learn some of the most commonly used advanced functions in Excel.

Training Solutions:

✓ Offline Classroom Instructor-Led Training in our labs or onsite Locations.

✓ Virtual Instructor-Led Training Via Virtual Video Conferencing Tools.

Why Learners Prefer CLS as their Training Services provider ?

■ Premium Training Services Accredited from Global Technology Vendors.

■ Best Rated Experts & Certified Trainers in Egypt.

■ Official Training Hours, Practice Labs, Hands-on Learning.

■ CLS Training Classrooms are designed with High Edge PCs and Training Facilities.

■ Return on Training Investment is Guaranteed to boost performance.



MS Excel Advanced Course Outline :

Module 1: Using Pivot Tables

- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality
- Working with Pivot Tables

Module 2: Auditing Worksheets

- Tracing Precedents
- Tracing Dependents
- Showing Formulas
- Auditing Worksheets Exercises

Module 3: Data Tools

- Converting Text to Columns
- Linking to External Data
- Controlling Calculation Options
- Data Validation
- Using Data Validation
- Consolidating Data
- Goal Seek
- Using Goal Seek
- Data Tools Exercises

Module 4: Working with Others

- Protecting Worksheets and Workbooks
- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Marking a Workbook as Final
- Working with Others Exercises

Module 5: Recording and Using Macros

- Recording Macros
- Recording a Macro
- Running Macros
- Editing Macros
- Adding Macros to the Quick Access Toolbar
- Adding a Macro to the Quick Access Toolbar
- Recording and Using Macros Exercises

Module 6: Random Useful Items

- Sparklines
- Inserting and Customizing Sparklines
- Using Microsoft Translator
- Preparing a Workbook for Internationalization and Accessibility
- Importing and Exporting Files
- Importing Text Files
- Copying Data from Excel to Word
- Copying Charts from Excel to Word
- Random Useful Items Exercises

Module 7: Cloud

- Using the Cloud.

Overview:

- In This Advanced Microsoft Excel Training Course you will Gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.

Training:

- This By the end of this course, users should be comfortable with automating worksheet functionality, auditing worksheets, using a variety of different analysis tools, working effectively with multiple workbooks, exporting Excel data, as well as importing and exporting
- XML data to and from a workbook

Audience Profile :

Who should enroll

- Experienced Excel users who want to learn the topics covered in this advanced course in the interface..

Prerequisites:

- Knowledge of Microsoft Excel Fundamentals.