

# PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

## ADVANCED MICROSOFT EXCEL Course Specification



Pivot Tables

Solver

Scenario's

Macro's

Goal Seeking

Customising

Calculating

Querying

Automation

"I want to use the Advanced Calculation and Database Functions within Microsoft Excel, and to understand and what the advanced functions are, and how to use them". For Power Users of Microsoft Excel, this course will provide all the programming knowledge required to enhance and make your spreadsheets and workbooks come to life. These functions and objects will improve your existing spreadsheets enabling you to have detailed information either the screen, or in written format as easily as pushing a button.

### Hands on

Throughout this course, you will have full access to a Personal Computer, and the "Hands On" exercises will guide you through the Advanced Features of Microsoft Excel.

Throughout the day, there are various tasks to exercise the new skills that you are developing, and these exercises include:

- Using Audit trails
- Using Pivot Tables
- Using Goal Seeking
- Recording and Writing Macro's
- Customising your Microsoft Excel Environment
- Publishing your Spreadsheet to the World Wide Web

### Course Benefits

Aimed at the Microsoft Excel user who is familiar with the basic and Intermediate Subjects. The course concentrates on interrogating data and solving problems. The integration of Macro's to automate common tasks and Security issues.

If you need to obtain information from other sources, such as Microsoft Access, integrate them within your Spreadsheet and act upon the information mathematically, then the Advanced Microsoft Excel course is the course you need.

### Course Details

Duration 1 Day

Cost £175.00 + VAT

Location Alcrest Academy

Follow Up Phone for Details

## Advanced Microsoft Excel

### Course Content

- Review of Organising Workbooks
- Database statistics & Pivot Tables
- Linking Excel to Microsoft Access
- Worksheet and Data Range Validation
- Auditing the Spreadsheet
- Creating Excel templates
- Goal Seeker, Solver and Scenarios
- Customising Excel Toolbars, Lists and Number Formats
- Importing and Querying Data from other Microsoft Products
- Outlining and Protecting worksheets
- Advanced Function usage
- Recording simple Utility macro's
- Running Macros from Keys, Buttons and Objects
- Editing and Commenting Macro Code
- Publishing and Previewing Worksheet Data to the Web



Once you have completed this course, you will be able to:

- Use and Understand Pivot Tables, to look at your data in a different way
- Audit the Spreadsheet to understand the flow of Data
- Use Macro's to automate tasks and processes, customise buttons and add the Macro's to them
- Preview your Spreadsheet in a web browser for Internet or Intranet Use
- Use the more advanced tools of Microsoft Excel, such as Goal Seeking, Solver and Scenarios
- Use Worksheet and Data Range Validation Techniques



To Book your Course, Please Telephone Andrew on 01472 321703 or 07872384744

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