

<b>Introduction to the Course</b>	It is essential that delegates have successfully completed the Excel 2007 Introductory and Intermediate courses, or have gained similar knowledge within the work environment.
<b>Objectives</b>	<b>This course is designed to familiarise the delegate with the Advanced concepts of Excel. This includes viewing specific worksheet data, using Goal Seek, and working with Databases and PivotTables. You will also learn how to create your own templates and an Introduction to Macros.</b>

## Course Content

<p><b>Formulas and Functions</b></p> <ul style="list-style-type: none"><li>Data series</li><li>3D formulas</li><li>Naming cells</li><li>Relative and Absolute cell referencing</li><li>Subtotals</li><li>Using IF and Nested IF Functions</li><li>Naming Cells And Creating 3D Names</li><li>Applying Names To Formulas</li><li>LOOKUP functions</li></ul> <p><b>Utilities</b></p> <ul style="list-style-type: none"><li>Using String Formulas</li><li>Amending Number Formats</li><li>Shared Lists</li><li>Auditing</li><li>Scenario Manager</li><li>Goal Seeking</li><li>Solver (Add Ins)</li></ul> <p><b>Databases</b></p> <ul style="list-style-type: none"><li>Creating A Database</li><li>Using Data Forms</li><li>Adding, Editing And Deleting Records</li><li>Sorting Records</li><li>Searching For Records</li><li>Removing Duplicates</li><li>AutoFilter And Advanced Filter</li><li>Working With Tables</li><li>Database and LOOKUP Functions</li><li>Data Tables</li></ul>	<p><b>Charting</b></p> <ul style="list-style-type: none"><li>Creating and formatting 2D and 3D charts</li><li>Data Source</li><li>Properties</li></ul> <p><b>PivotTable and PivotChart Reports</b></p> <ul style="list-style-type: none"><li>Introducing PivotTable</li><li>Calculating in PivotTables</li><li>Pivot Charts</li></ul> <p><b>Using XML</b></p> <ul style="list-style-type: none"><li>Using XML data sources</li></ul> <p><b>Customising Excel</b></p> <ul style="list-style-type: none"><li>Customising the Quick Access Toolbar</li><li>Creating Templates</li><li>Using Templates</li><li>Editing/Deleting</li></ul> <p><b>MACROS</b></p> <ul style="list-style-type: none"><li>Record A Macro</li><li>Assign a Macro to an Object</li><li>View the Macro Code</li><li>A Brief introduction to the VBA environment</li></ul>
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