Microsoft Excel Advanced Training

Duration: **2 Day**

BILGINC IT Academy
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Overview

This course is designed for existing Microsoft Excel users who want to extend their knowledge and make effective use of Excel's more specialised and advanced capabilities.

Throughout the course, participants learn how to automate frequently repeated activities, apply advanced analysis techniques to more complex data sets, use PivotTables to explore and summarise information, and import and prepare data from external sources.

The course has a strong practical focus. A range of self-guided exercises is incorporated throughout the training, giving participants opportunities to apply and reinforce the techniques covered.

Prerequisites

This course is intended for existing Excel users who are ready to develop their skills to a more advanced level.

Before attending, participants should be comfortable with the following:

- Creating, editing, and formatting spreadsheets,
- Navigating worksheets and workbooks,
- Using Insert Function to create built-in Excel functions,
- Working with Absolute References,
- Creating Named Ranges,
- Creating and working with Excel Tables,
- Sorting and filtering data.

What You Will Learn

By the end of this course, participants will be able to:

- Import data into Excel from external sources,
- Use Power Query to import and prepare data,
- Apply Data Validation and protection features,
- Create and configure PivotTables to analyse data,
- Enhance analysis with PivotCharts, Slicers, and Timelines,
- Create and work with Dynamic Array Formulas,
- Use Formula Auditing tools to investigate formulas and identify errors,
- Automate repetitive Excel activities by creating and using Macros.

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Outline

Module 1 – Importing and Exporting Data

- Importing data from a Delimited Text File
- Importing and preparing data with Power Query (Excel 2016+ and Microsoft 365)
- Exporting data to a Delimited Text File

Module 2 – Collaboration and Data Controls

- Using Data Validation to control data entry
- Protecting cells
- Protecting Workbook structure
- Restricting access to a document

Module 3 – Analysing Data with PivotTables

- Understanding PivotTables and their purpose
- Creating PivotTables
- Modifying and configuring existing PivotTables
- Performing calculations within PivotTables
- Grouping fields
- Working with Slicers
- Filtering date-based information with Timelines
- Creating PivotCharts
- Using the GETPIVOTDATA function
- Using Analyze Data / Ideas (Microsoft 365)

Module 4 – Dynamic Array Formulas

- Introduction to arrays
- Working with legacy Array Formulas and functions
- Understanding Dynamic Array Formulas
- Working with Dynamic Array Functions

Module 5 – Formula Auditing Tools

- Tracing Precedents and Dependents
- Tracing and investigating formula errors
- Displaying formulas within a worksheet
- Using the Watch Window
- Evaluating formulas step by step

Module 6 – Creating Macros and Automating Tasks

- Introduction to Macros
- Creating Macros
- Understanding Relative and Absolute Macros
- Running a Macro
- Editing existing Macros
- Assigning keyboard shortcuts
- Understanding and managing Macro Security

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