MERCURY

MS Excel - Advanced

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Course Content:

Unit 1: Review of Excel Skills:

- Constructing formulae
- Using functions
- Absolute and relative cell referencing
- Naming ranges

Unit 2: Automating Worksheets:

- Creating and editing templates
- Using data validation
- Applying workbook & cell protection

Unit 3: Further Functions:

- Nested IF functions
- Using AND OR operators
- Lookup and Reference functions
- Text functions
- Math and Trig functions
- Financial functions

Unit 4: Summarising Worksheets:

- Group and outline a worksheet
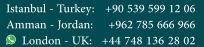- Hiding and displaying outlines

Unit 5: Pivot Tables:

- Creating and modifying Pivot Tables
- Refreshing the data
- Grouping data within a Pivot Table

Unit 6: Data Management:

- Using worksheet auditing tools
- Tracing dependent and precedent cells
- Checking for errors & highlighting invalid data

Unit 7: Macros:

- Recording simple Macros
- Running and editing Macros

- Assigning Macros to the keyboard, toolbar buttons and menus

Unit 8: Analysis Tools:

- Using the Goalseek tool
- Creating 'What If' scenarios
- Creating Data Tables