# HiiT
**World Class IT Services since 1996**
...Your Premium Training Partner

## Advanced Microsoft Excel
*Course Curriculum*

**www.hiit.ng**

**Course Overview:** *In this course, you will learn advanced features such as nesting IF statements, text Formulars, how to* **calculate the Mean of a group of numbers using AVERAGEIF, SUMIF and more. You will learn about performing lookups. This course also covers in-depth Pivot Tables and Charts.**

| Period | MODULE | TOPIC | HOURS | OBJECTIVES |
|---|---|---|---|---|
| 19th Oct 2020 | 1. Learning to work with Logical Functions | 1. Using logical Functions<br>2. The IF Function (recap)<br>3. Creating nested IF Functions<br>4. AND and OR Functions<br>5. Combining Logical Functions | 3 | At the end of this Module, you will understand how to work with the Logical Functions in Excel |
| 20th Oct 2020 | 2: Learning to work with LOOKUP and Database formulas | 1. Working with Lookups<br>2. The VLOOKUP Function<br>3. The HLOOKUP Function<br>4. Using Database Functions<br>5. Setting up Criteria<br>6. DSUM<br>7. DAVERAGE | 3 | At the end of this Module, you will understand how to use Vlookup functions to solve problems and also use database functions in excelentry integrity. |
| 21st Oct 2020 | 3: Learning to work with Range Name and Drop-Down List. | 1. Naming Ranges<br>2. Creating named Ranges<br>3. Using named Ranges in Formulas<br>4. Advanced list management<br>5. Using Data Validation<br>6. Setting criteria for entry of text, values and dates<br>7. Creating a Dropdown List | 3 | At the end of this Module you will understand what Range Name is, how to use it, and also learn how you can create a Dropdown List and set criteria to improve you text entry integrity. |
| 22nd Oct 2020 | 4: Learning how to work with Pivot Table and Charts | 1. Pivot Tables and Pivot Charts<br>2. Using the PivotTable Wizard<br>3. Rearranging PivotTables<br>4. Using the PivotTable toolbar<br>5. Creating Pivot Charts<br>6. Using Slicers to manipulate PivotTables | 3 | At the end of this Module, you will be able to work with Pivot table, Pivot Charts and Create Silcers |

| Date Range | MODULE | TOPIC | HOURS | OBJECTIVES |
|---|---|---|---|---|
| 23rd Oct 2020 | 5: Learning how to work with Scenarios and Macros | 1. Using analytical options<br>2. Using Goal Seek<br>3. Using the Solver Add-in<br>4. Working with Scenarios<br>5. Creating and saving Scenarios<br>6. Viewing Scenarios<br>7. Macros<br>REVISION! REVISION!! REVISION!!!    (1HR) | 2 | At the end of this Module, you will be able to work with Silver, Scenarios and create Macros. |
| | | CAT1 to 3 | 1 | |
| | | END OF COURSE EXAMS | | |
| | | Team Project | | |
| | | TOTAL | 15 | |