

# Advanced Microsoft Excel

Course Curriculum

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**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.*

WEEK	MODULE	TOPIC	HOURS	OBJECTIVES
Week 1	1. Learning to work with Logical functions	1. Logical Operators and Functions	3	At the end of this Module, you will understand how to work with the logical functions in excel
		2. The IF function (recap)		
		3. Creating nested IF functions		
		4. AND and OR functions		
		5. Combining logical functions		
Week 2	2: Learning to work with LOOKUP and Database formulas	1. Working with lookups	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.
		2. The VLOOKUP function		
		3. The HLOOKUP function		
		4. Using database functions		
		5. Setting up criteria		
		6. DSUM, DCOUNT, DAVERAGE		
		7. DGET		
Week 2 & 3	3: Learning to work with Range Name and Drop-down List.	1. Naming ranges	3	At the end of this Module you will understand what Range Name are, how to use them, and also learn how you can create dropdown list and set criteria to improve you text entry integrity.
		2. Creating named ranges		
		3. Using named ranges in formulas		
		4. Advanced list management		
		5. Using data validation		
		6. Setting criteria for entry of text, values and dates		
		7. Data Entry Forms		
		8. Creating a dropdown list		
		9. Dependent dropdown lists		

	MODULE	TOPIC	HOURS	OBJECTIVES
Week 3	4: Learning how to work with Pivot Table and Charts	1. Pivot Tables and Pivot Charts	3	At the end of this Module, you will be able to work with Pivot table, Pivot Charts and Create Silcers
		2. Using the PivotTable Wizard		
		3. Rearranging PivotTables		
		4. Using the PivotTable toolbar		
		5. Creating Pivot Charts		
		6. Using Slicers to manipulate PivotTables		
Week 4	5: Learning how to work with scenarios and Macros	1. Using analytical options	2	At the end of this Module, you will be able to work with Silver, Scenarios and create Macros.
		2. Using Goal Seek		
		3. Using the Solver add-in		
		4. Working with scenarios		
		5. Creating and saving scenarios		
		6. Viewing scenarios		
		7. Macros and Intro to VBA		
		REVISION! REVISION!! REVISION!!! (1HR)		
		CAT1 to 3	1	
		END OF COURSE EXAMS		
		Team Project		
		TOTAL	15	