

Advanced Microsoft Excel

Course Curriculum

Course Overview: *In this course, you will learn advanced features such as nesting IF statements, text formulas, 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.

DAY	MODULE	OBJECTIVES	TOPICS	HOURS
Day 1	1. Learning to work with Logical functions	At the end of this Module, you will understand how to work with the logical functions in excel	1. Logical Operators and Functions	3
Day 2			2. The IF function (recap)	
			3. Creating nested IF functions	
			4. AND and OR functions	
			5. Combining logical functions	
Day 3	2. Learning to work with LOOKUP and Database formulas	At the end of this Module, you will understand how to use Vlookup functions to solve problems and also use database functions in excel entry integrity.	1. Working with lookups	3
Day 4			2. The VLOOKUP function	
			3. The HLOOKUP function	
			4. Using database functions	
	5. Setting up criteria			
	6. DSUM, DCOUNT, DAVERAGE			
7. DGET				
Day 5	4. Learning how to work with Pivot Table and Charts	At the end of this Module, you will be able to work with Pivot table, Pivot Charts and Create Silcers	1. Pivot Tables and Pivot Charts	3
Day 6			2. Using the PivotTable Wizard	
			3. Rearranging PivotTables	
			4. Using the PivotTable toolbar	
			5. Creating Pivot Charts	
			6. Using Slicers to manipulate PivotTables	

DAY	MODULE	OBJECTIVES	TOPICS	HOURS
Day 7	5. Learning how to work with scenarios and Macros	At the end of this Module, you will be able to work with Silver, Scenarios and create Macros.	1. Using analytical options	2
Day 8			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)	1
			CAT1 to 3	
			END OF COURSE EXAMS	
			TOTAL	12

