Microsoft Excel 2013

Advanced Course - Exploring Further Functionality

Course Outline

Recap of the Intermediate course
- Revision exercise

Logical and Lookup functions

- Using the IF function
- Nested IF statements
- Using AND and OR functions
- Using the SUMIF function
- Using the COUNTIF function
- Using LookUp functions

Summarizing and analyzing your data
- Advanced filtering
- Using Conditional Formatting
- Consolidating data
- Using Subtotals

Is this the right level for you?

This course is suitable for delegates who have previously attended an Excel Intermediate course or feel confident moving around a workbook, working with worksheets, using Absolute Cell References and functions in formulae, filtering and sorting data and can confidently print their worksheets. You now wish to move on to using advanced functionality to further improve your efficiency and speed when working in Excel.

What will you be able to do?

The aim of the course is to provide delegates with the skills to create more complex formulae where conditions are required whilst learning some of the features needed to manage and analyse large amounts of data.

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Booking Details

Email: training@firstpointconsultants.co.uk
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Website: www.firstpointconsultants.co.uk

Duration

3 hours tuition

Course Reference

FCP/Excel 2013/Advanced/HD01

Empowerment through training