

## Course Outline - **Microsoft Excel Advanced**

Aims:	Enables users to customise Excel spreadsheets to produce valid and clear reporting of data integrated with macros for faster ways of working
Pre-requisites:	Must have attended the Microsoft Excel Introduction and Intermediate courses, or have an extensive working knowledge of the product
Duration:	One day

### **Data Validation**

Why use Data Validation?  
Using Validation to restrict data input  
Defining Input Messages and Error Alerts

### **Conditional Formatting**

An introduction to Conditional Formatting  
Creating a Conditional Format  
Modifying and deleting Conditional Formats  
Defining multiple Conditional Formats

### **Text and Conditional Functions**

Common Text Functions  
Countif and Sumif  
Combining and Nesting functions

### **Goal Seek**

What is Goal Seek?  
Using Goal Seek to solve problems

### **Solver**

Solver vs. Goal Seek  
Using Solver to solve problems  
Specifying Solver constraints and limits

### **Views**

An introduction to Custom Views  
Using a View to control the display  
Using a View to control print settings

### **Displaying a View Scenario Manager**

What is the Scenario Manager?  
Creating a Scenario  
Showing a Scenario  
Generating Scenario Reports

### **Creating a Scenario Pivot Table Reports**

Introducing Reports  
Adding Views and Scenarios to a Report  
Creating multiple Reports in a workbook  
Printing Reports

### **Customising the Screen**

Customising the default Toolbars  
Creating custom Toolbars  
Customising and creating Menu Bars

### **Introduction to Macros**

What is a Macro?  
Recording a Macro  
Assigning a Macro to a toolbar or menu  
Viewing the Macro Editor

taking **IT** further

## **Microsoft Excel Visual Basic**

