Microsoft Excel
Advanced

Course Details

Course Name Microsoft Excel Advanced
Duration 1 Day
Course Code AFBMEA
Assumed Knowledge Microsoft Excel Intermediate

Course Aims

This course will teach participants how to use Microsoft Excel's advanced features and functions to perform complex data analysis, visualisation, modelling, and transformation. The course consists of six modules that cover topics such as advanced functions, chart types, interactive controls, chart templates, pivot tables, data tables, forecast, solver, text to columns, flash fill, and power query.

What You Will Learn

This course will teach you how to use advanced Excel features to analyse and visualise data in various ways. You will learn how to use functions, charts, pivot tables, data modelling, and data cleaning tools to manipulate, extract, summarise, and transform data for different purposes.

Skills

- How to use advanced functions such as INDEX, MATCH, OFFSET, INDIRECT, and AGGREGATE to perform complex data analysis and lookup tasks
- How to create and customise advanced chart types, interactive controls, and chart templates to visualise data in various ways and enhance reports and dashboards
- How to use data tables, forecast, and solver add-in to perform what-if analysis, scenario analysis, and optimisation problems
- How to use text to columns, flash fill, and power query to clean, transform, and import data from different sources and formats

Target Audience

The target audience for a Microsoft Excel Advanced training course would be people who have completed the intermediate level or have equivalent skills, and want to master the most sophisticated and powerful features and functions of Excel, automate their tasks with macros and VBA, perform complex data analysis and visualisation, or integrate Excel with other applications and web services.

Course Content

Module 1 – Review of Excel Intermediate

Module 2 – Advanced Data Analysis with Functions

Topic A   INDEX & MATCH Functions
Topic B   OFFSET & INDIRECT Functions
Topic C   AGGREGATE Function

Module 3 – Advanced Data Visualisation

Topic A   Advanced Chart Types
Topic B   Interactive Controls
Topic C   Chart Templates

Module 4 – Advanced Pivot Table Techniques

Topic A   Calculated Fields & Items
Topic B   Power Pivot
Topic C   DAX Formulas

Module 5 – Advanced Data Modelling

Topic A   Data Tables
Topic B   Forecast
Topic C   Solver Add-In

Module 6 – Advanced Data Cleaning & Transformation

Topic A   Text to Columns
Topic B   Flash Fill
Topic C   Power Query

Module 7 – Advanced Macros & VBA

Topic A   VBA
Topic B   Custom Macros
Topic C   User Forms

Module 8 – Advanced Data Visualisation with Power Map

Topic A   Power Map
Topic B   3D Maps

Module 9 – Advanced Data Analysis with Power BI

Topic A   What is Power BI?
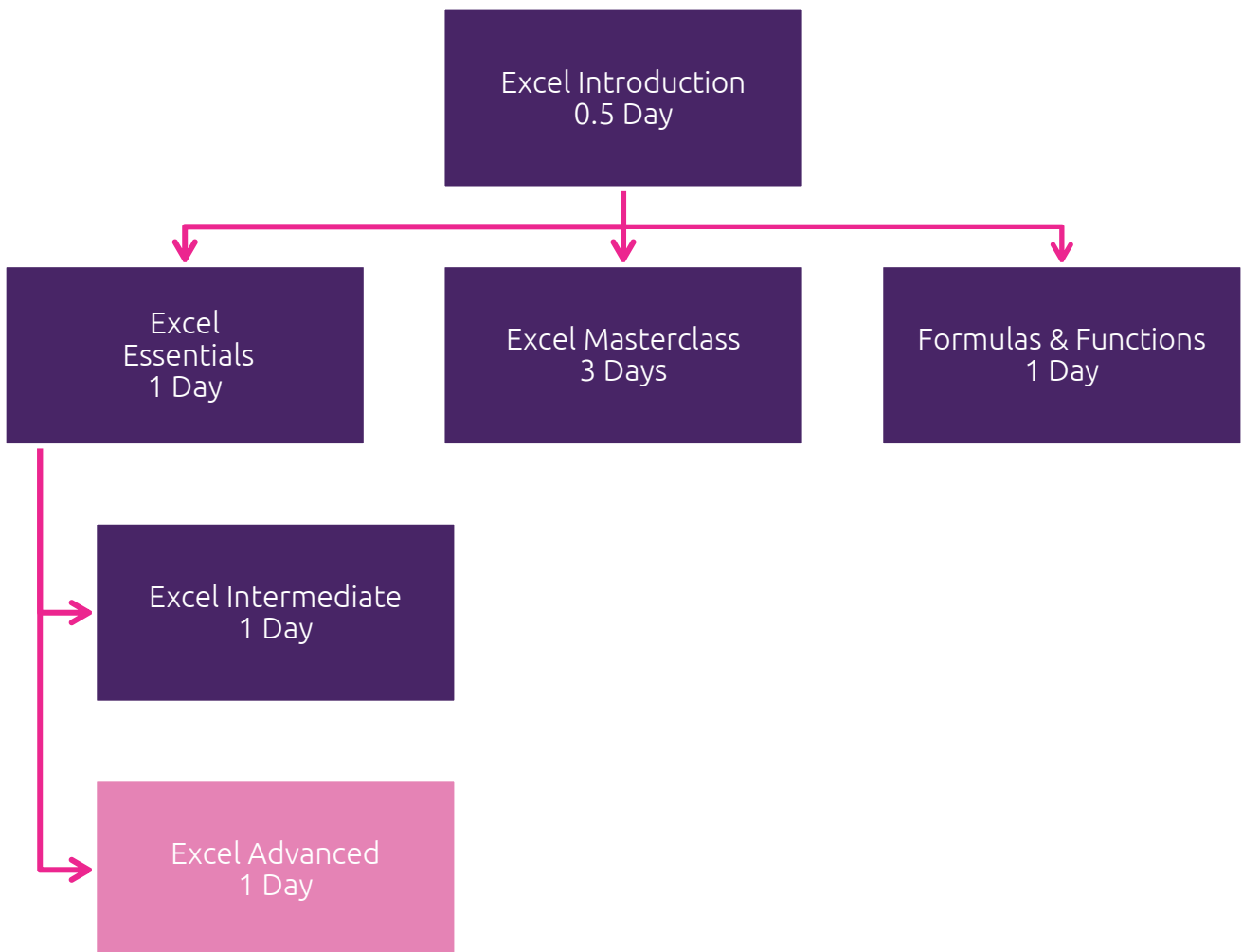Topic B   Connecting to Data
Topic C   Power BI Dashboards

Module 10 - Collaborating & Sharing Workbooks

Topic A   Workbook Protection
Topic B   Sharing Workbooks
Topic C   Excel Online
Topic D   @ Tasks in Excel

Course Progression

At Appetite, we understand the significance of Microsoft Office in a modern workplace and the benefits of understanding the full range of tools and features it has to offer outside of the basics. That's why we are excited to introduce our Microsoft Excel training courses, designed to empower employees with the essential knowledge and skills needed to produce amazing reports, data sets and more. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft Excel and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft Excel and advance your career in the digital era by taking one of the following courses.

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│      Excel       │     │   Excel Masterclass  │     │ Formulas & Functions │
│    Essentials    │     │        3 Days        │     │         1 Day        │
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About Appetite

Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.

Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
CYBER ESSENTIALS	Microsoft Solutions Partner — Modern Work	Microsoft PARTNER PLEDGE
CYBER ESSENTIALS PLUS	Certified B Corporation	TECHTALENT CHARTER: SIGNATORY
nqa. ISO 27001 INFORMATION SECURITY MANAGEMENT	Learning & Performance Institute — Accredited Learning Technologies Provider Gold Standard	disability confident COMMITTED
nqa. ISO 9001 QUALITY MANAGEMENT		better business act
		We are a Living Wage Employer
		We've made our Social Mobility Pledge — Outreach, Access, Recruitment