

Excel Advanced - Best of Features and Formulas

Level 3.0 (full day)

Course outline

Excel Advanced - Best of Features and Formulas (full day) is an ideal course for people who are currently strong Excel users and wish to increase their skills to an advanced level. The subjects covered in this course are ideal for becoming a power user amongst your colleagues.

The subjects covered in this course are the most popular and most utilised advanced aspects of Microsoft Excel making this course ideal for those who wish to learn the advanced features of Excel without spending valuable time on the more obscure advanced features.

Course duration

Full day (9am to 4pm)

Covered in this course

Subjects covered in this course include:

- Creating a “dashboard” in Excel
- Linking charts between Excel and Word
- Preventing duplicate text/values
- Paste special
- Formula auditing (incl. Evaluate formula)
- Scatter charts and bubble charts
- Working with the watch window
- Data validation
- Adding interactive tick-boxes to spreadsheets
- Working with cell names
- What-if analysis
- Custom number formatting

and much more including advanced formulas and our T7 Tips and Tricks section.

Is this course for me?

Before enrolling into this course, you must be comfortable and familiar with the skills covered in *Excel Intermediate* such as conditional formatting, protecting sheets, naming cells, SUMIF, COUNTIF and linking cells between Excel files. If you are not familiar with these skills, you will need to attend and complete *Excel Intermediate* prior to attending *Excel Advanced*.

Session dates

Course dates, times and booking instructions are located at: www.T7.net.au/Excel

Further study

One-on-one training is available for those who would like to further their Excel skills

T7 Training Systems

For bookings or enquiries, contact:
(02) 8003 5740 or www.T7.net.au

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