Microsoft Excel: Advanced

Tools and Techniques for the Advanced Excel User

"Taking Excel to the Next Level" is an empowering and comprehensive program that takes participants beyond the basics and equips them with advanced Excel skills. Through hands-on exercises, attendees will delve into complex functions, data validation, and error handling. They will learn how to create dynamic range names, utilize the power of Advanced Filters and Quick Analysis, and master the art of consolidating data from multiple workbooks. The class will cover various text functions, intersection range names, and provide insights into formula auditing and scenario management. Participants will also gain proficiency in working with form controls, creating custom views, and incorporating hyperlinks for enhanced worksheet navigation.

What will trainees learn?

- Four Real-Life Projects
- Ranges and Range Names
- Advanced Filter and Quick Analysis
- Creating Charts and Data Consolidation
- Complex Functions and Data Validation
- Rounding and Error Handling

- Boolean Formulas and Calculation Settings
- Text Functions and Intersection Range Names
- Formula Auditing and Scenario Manager
- Form Controls and Custom Views
- Hyperlinks and Quick Access Toolbar

How will this training benefit your company and employees?

In this advanced Excel course, students will embark on a journey of comprehensive learning, honing their skills in real-life projects and mastering advanced techniques. They will explore the power of ranges and range names, simplifying data navigation and organization. With advanced filtering and quick analysis tools, they will efficiently dissect complex datasets and create compelling charts. The course delves into complex functions and data validation, ensuring data accuracy and precision. Students will become adept at handling errors and optimizing calculations for enhanced performance. Boolean formulas and text functions will enable students to make data-driven decisions and manipulate text with ease. Formula auditing and scenario management ensure data integrity and streamlined analysis. The class also covers form controls and custom views, elevating worksheet interactivity and personalization. Hyperlinks and the Quick Access Toolbar will facilitate seamless navigation across workbooks and external resources. By the end of this course, students will be proficient in advanced Excel techniques, empowering them to tackle complex data challenges with confidence and efficiency.

Training is recommended to be deployed in 4- or 8-hour blocks over a total of 8 hours.

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MACRO Development is a leading provider of specialized employer training programs focused on mastering Microsoft's Power Platform and other popular Microsoft tools. With over 15 years of experience in sales and community development, our expert facilitators deliver customized, interactive workshops that cater to the unique needs of each organization. We equip employers with advanced skills to leverage Microsoft technologies effectively, enhancing communication, productivity, and operational efficiency in the workplace. Our training solutions are designed to transform business processes and drive success, ensuring organizations achieve their business objectives