



About the Course

This interactive course is delivered live in the virtual classroom and condensed to include our most popular content. Suitable for users who want to go beyond building basic workbooks attendees will learn how to automate repetitive tasks and enhance productivity using advanced Excel techniques and shortcuts.

Who Should do This Course?

This course is aimed at experienced Excel users who wish to extend their knowledge beyond building basic workbooks quickly. Upon completion, users will have learned the skills to automate repetitive tasks and efficiently use complex functions.

Course prerequisites

Participants will need to have attended or be familiar with the topics covered in the Microsoft Excel Intermediate course.

Duration ½ Day

Class Size: 6 students max

Times: Refer to course schedule

Price: Refer to our website for current course and package pricing.

What's Included?

- Certificate of completion
- PDF course reference guide
- Membership of our support group

Content

Advanced Functions

- AND/OR functions with IF
- LOOKUP functions
- TEXT functions for cleaning imported data
- Converting Text to Columns
- IFERROR for Error trapping

Data Validation

- Limiting cell values
- Creating drop-down cell lists
- Validation error messages

Macros

- Recording a Macro
- Editing a Macro
- Macro buttons
- Customising the quick access toolbar
- Editing/Deleting a Macro