

# PerCom Solutions



## MICROSOFT EXCEL

**LEVEL:**            **ADVANCED**

**DURATION:**      1 Day

**AUDIENCE:**     For people who have attended the Intermediate course or who have a good working knowledge of Excel.

**OBJECTIVES:**   On successful completion of the course delegates will have a better understanding of the more advanced features of Excel such as analysis tools, database management etc.

## COURSE OUTLINE

### Revision of Intermediate:

- Number Formatting
- Filtering
- Custom Filtering
- Data Validation
- Subtotals

### Analysing Data Lists:

- Advanced Filtering
- Creating Pivot Tables
- Creating Pivot Charts
- Using Outlines

### Customising Excel:

- Customising Toolbars
- Customising Toolbar Buttons
- Setting Options

### Macros:

- Recording a Macro
- Running a Macro
- Deleting a Macro
- Assigning a Macro to a Toolbar

### Auditing:

- Formula Auditing Toolbar
- Trace Precedents & Dependents
- Tracking Changes

### Drawing:

- The Drawing Toolbar
- Inserting Drawn Objects
- Formatting Objects
- Grouping Objects
- Align & Space Objects

### Templates & Styles:

- Creating Styles
- Using Styles
- Creating Templates
- Using Templates

### What If Analysis Tools:

- Data Tables
- Goal Seeking
- Scenario Manager

### Printing Reports:

- Printing/Viewing Several Worksheets
- Using Views
- Creating a Report
- Printing a Report

### Importing Data:

- Importing a Text File
- Using Paste Special
- Importing Objects