

ICT Short Course

Advanced Excel



Aims:

For participants to learn how to use a combination of more complex functions, formulae; nested IF statements, VLOOKUP, HLOOKUP and LOOKUP tables

For participants to learn how to begin to use various Database functions within Excel

For participants to learn how to manipulate spreadsheets in Excel to present selected data using more Advanced Excel software tools: Pivot Tables and Pivot Charts

Objectives:

- Participants shall be able to use nested IF functions and IF functions with AND & OR operators
- Participants shall be able to use Named Ranges and Data Consolidation
- Participants shall be able to use both Absolute and Relative cell referencing in spreadsheet formulae
- Participants shall be able to use Excel LOOKUP, VLOOKUP and HLOOKUP tables in order to build a single formula to produce multiple results which operate on a group of arguments arranged in columns or rows
- Participants shall be able to present specific Data using Excel tools: Including:-
 - Pivot Tables
 - Advanced Charting
 - Scenarios

Designed for: Excel users with an existing Intermediate knowledge of spreadsheets

Key points:

- Nested IF Functions
- LOOKUP, V LOOKUP and H LOOKUP tables
- Named Ranges
- Data Consolidation
- Database Functions
- Use of Pivot tables and Pivot Charts
- Scenarios

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