

# Excel Advanced Training Course

## Overview

Picking up from where the Intermediate Course left off, the objective of this course is to expose one to the many powerful advanced functions that Excel has to offer. Topics covered include: Data Modelling, Advanced Formula, Pivot Table Dashboards, Data Validation and Automating Processes... not forgetting all those useful tips and tricks to help maximize efficiencies and impress your colleagues!

## NB!

We do recap on some of the Key Concepts from the Intermediate Course, but it is highly recommended that you complete the Intermediate Course first to ensure that a solid foundation is laid before continuing to build. Plus, there are many sections in the Intermediate Course, such as, Advanced Copy & Paste, Graphs, Conditional Formatting and Excel Tables to name a few, that are not repeated here.

## Content Covered:

### ✓ Key Essentials:

Brief Recap on some Key Principles that are often overlooked such as the default behaviour of Text, Numbers & Dates, Auto-formats and Number façades.

### ✓ Spreadsheet Integrity:

Looking at all the key aspects to ensure Data Integrity and the Key Excel tools and methods to check, troubleshoot, verify and validate data within your spreadsheet. Points covered include: Verifying numerical content, Formula auditing, Empty cells vs Zero values, Excels Golden Rules, Running Totals, Audit Trails and Data Ranges. All this, while building a comprehensive Data Model at the same time!

### ✓ Cell References:

The difference between Absolute, Relative and Mixed cell referencing.  
Using Mixed cell references to create a 2-dimensional formula array.

### ✓ Forecasting:

Using Goal Seek to take out the guess work of finding input values for a desired formula result.

### ✓ CSV Import:

Highlighting the importance of one's current List Separator, Decimal symbol, Thousand Separator and Date formats when working with csv files. Explaining the difference between the New and Legacy Import Wizards within Excel and then using the Legacy Wizard to import a CSV file; highlighting the importance of the resultant Data Connection and how to use it to one's advantage.

### ✓ Merging and Splitting Data:

Using Formulas, Flash Fill and Text-to-Columns (Delimited and Fixed Width) to Split and Merge Data. Highlighting the pros and cons and when to use what.

### ✓ Data Validation and Worksheet Protection:

Best methods to prevent incorrect data entry, including lookup lists and in cell dropdowns.

### ✓ Formula:

Taking Formula to the next Level!

#### • Text Formula

Using Text Formulas to dynamically manipulate and extract data while introducing the concept of nested formulas. CONCAT, PROPER, UPPER, LEFT, RIGHT, MID & TRIM.

#### • Date Formula

Understanding that Dates are - or should be - stored as a numerical value opens up a whole new world when working with Dates. Date Functions such as WEEKNUM, EOMONTH, TODAY and NETWORKDAYS help us to take this to the next level.

#### • Logical Formula

Introduction to the AND & OR functions in conjunction with IF to cater for multiple conditions, as well as the use of IFERROR to hide known errors.

#### • Lookup Formula

Explore the many different variations of the VLOOKUP function and their advantages and disadvantages. Plus, the introduction to INDEX-MATCH and the all new XLOOKUP as better alternatives to VLOOKUP.

#### • Maths Formula

Taking your basic SUM and COUNT functions to the next level with SUMIF(S) and COUNTIF(S). Building 2-dimensional formula array with these functions to create Data Summary Tables. Comparing these to Pivot Tables and exploring the advantages and disadvantages of both.

### ✓ Pivot Tables and Pivot Charts:

Includes a brief recap on Pivot Table basics and the Key Features and Layouts to be aware of. Best Practices of creating multiple Pivot Tables and Charts off the same data and how to combine these into a multi-pivot Dashboard by linking Slicers and Timelines; plus a really neat trick on how best to add additional records to your source data.

### ✓ Excel Automation:

Introduction to the timesaving world of Recording a Macro for repeatable tasks. A clear explanation of the different options available to save your Macro and some really clever Tips and Tricks to ensure that your Macro works on different datasets.

## What the course includes:

- ✓ A USB flash stick preloaded with all Excel Worksheets used on the course (for onsite courses only).
- ✓ A comprehensive Excel Workbook with follow-along exercises as well as detailed Notes.
- ✓ Practical Tasks that will enable you to put your newly acquired Excel Skills to the test.
- ✓ Life-time access to the online version of the Course.

## Comments from Recent Attendees



“Absolutely brilliant! Learnt a lot in the advanced level Excel Course that I can use every day. Mark is excellent! Absolutely clear and concise training. Completely impactful.”

- REBECCA, KERRY GROUP

“Very evenly spread of sections with time, compact & relevant. Mike has excellent communication skills, very fluent & audible. Great Impact!”

- DEVESH, AFRICA SUN OIL

“Excellent course, content simple and easy to follow. Receiving the booklet with an exercise and flash drive with access to the course videos is very helpful.”

- SAEEDAH, IDP

“Super detailed and extensive. Extremely informative and Valuable!! Highly informed on Excel!! Will definitely recommend Mark!”

- SAVA HAR, VNA CONSULTING

“Brilliant and very worth it. Excellent teacher!!!”

- INGRID, RAYDIAN (PTY) LTD

**excel (verb)**

- be exceptionally good at or proficient in an activity or subject.

MAY THIS BE THE COURSE THAT ENABLES YOU TO EXCEL.