



MICROSOFT EXCEL ADVANCED LEVEL COURSE

Prerequisites:

Attendees should have attended or have knowledge equivalent to the Introductory Level course.

Duration:

This course can be delivered as a full day course or as individual 3 hour modules

Module 5 – Conditional logic & Conditional formatting

- Understanding Conditional Logic, i.e. IF statements
- Creating formulas using Basic Conditional Logic
- Creating formulas using Nested IF statements
- Creating formulas using Nested AND & OR statements
- Using the =Countif feature to count data meeting specified criteria
- Using the =Sumif feature to total data meeting specified criteria
- Using the =Averageif feature to find the average of data meeting specified criteria
- Apply Conditional Formatting

Module 6 – Lookups, Pivot Tables, Text functions

- Applying Data Validation to ensure the correct information is entered
- Circling invalid data
- Copying validation settings
- Creation and use of VLOOKUP tables XLOOKUP the new lookup tool (365 version only)
- Creating and working with Excel Tables
- Creation of Pivot Tables to display data in varying formats
- Converting Text Strings to separate columns
- Combining cells from multiple cells into one cell
- Using Flash Fill to quickly split or join data



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