



EXCEL EXPERT (ADVANCED)

SKILL LEVEL : ADVANCED
DURATION : 1 FULL DAY

Mobile MOUSE
Unit 1 / 41 Action Rd
Malaga WA 6090
(08) 9404 7041
mobilemouse.com.au

COURSE OVERVIEW

Attendees will learn how to easily manipulate spreadsheets to effectively perform advanced activities in Excel. In addition to learning how to automate every day Excel tasks and processes, attendees will learn how to develop powerful summaries, reports and perform data analysis. Attendees will also learn how to setup, manage, maintain and secure workbooks that are to be used by other users. This course is geared to students obtaining the Microsoft Office Expert or Master certification (MOS).

WHO SHOULD ATTEND THIS COURSE

This course is intended for people who need to master the more advanced features of Excel. Anyone who reports, edits and maintains larger spreadsheets is an ideal candidate to attend this course.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm).
- VENUE: Onsite (your premises) or In-house (our premises)



MINIMUM ATTENDANCE REQUIREMENTS

- Attendees should already have strong Intermediate or Advanced skills in Microsoft Excel. Please note that this course will not suit any user who is new to computing or who has limited skills in Excel.
- Attendees should already have strong keyboard and mouse skills.

COURSE CONTENT AND OUTLINE

PART 1 - FOREIGN DATA & MANAGING WORKBOOKS

- Importing and Exporting Data
 - Importing data from other applications
 - Using the text import wizard
 - Importing a Web Page
 - Exporting Data
- Managing Workbooks
 - Applying and Editing template
 - Creating a template
- Consolidating Data

PART 2 - MAKING EXCEL EVEN EASIER

- Auditing Formulas
 - Locating and Resolving Errors
 - Precedents & Dependants
 - Watch Window
- Goto > Special
- Naming Ranges
 - Creating names in bulk
 - Using names in formulas
- VLOOKUP & HLOOKUP
- SUMIF, AVERAGEIF, COUNTIF
- Grouping & Outlining

PART 3 - AUTOMATING & CUSTOMISING EXCEL

- Creating custom number & date formats
- Advanced Conditional Formatting (with Formulas)
- Macros
 - Global and Local Macros
 - Absolute and Relative cell references
 - Editing macro code
 - Customizing the Ribbon and Quick Access Toolbar

PART FOUR - ANALYZING AND SHARING DATA

- PivotTables & PivotCharts
- Using Business Analysis Tools
 - Creating data tables
 - Using goal seek
 - Using solver
 - Scenarios
- Passwords, Protections and Properties
 - Protecting a workbook
 - Protecting worksheets and ranges
 - Allowing users to edit ranges
- Collaborating with Others
 - Creating a shared workbook
 - Highlight, accept & reject changes
 - Merging workbooks

ADDITIONAL SELF STUDY (MOS EXPERT CERTIFICATION)

- Manipulate formula options*
- Perform data summary tasks*
- Apply functions in formulas*
- Apply advanced chart features*
- Insert and manipulate form controls*

* Covered in our Excel Expert or Formula Workshop courses but self study content is provided in our student workbook / prep-guide.

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EXCEL EXPERT (ADVANCED)

What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support