

Excel Advanced Course – 1 Day

Logical Functions

- Use AND and OR with IF to perform multiple tests simultaneously
- Use the NOT function
- Create nested IF functions for extended output
- Use the IFS function for extended output

Lookup Functions

- Use MATCH and INDEX to perform a two-way lookup
- Use the INDEX function to lookup across multiple tables
- Use the CHOOSE function to lookup across multiple tables
- Use the VSTACK function to lookup across multiple tables

The FILTER Function & Dynamic Array Formulas

- Introduction to the FILTER function
- FILTER function with multiple AND OR criteria
- Apply wildcard criteria when using the FILTER function
- Use the CHOOSECOLS function to return non-adjacent columns
- Use the SORT function to sort filtered data
- Use the TAKE function to return top/bottom n filtered records



PivotTables

- Explore 'Show Values As' options
- Group data - date, numeric, text fields
- Calculated items and named sets
- Calculated fields
- Format slicers and timelines
- Connect slicers and timelines to multiple reports
- Apply conditional formatting to a PivotTable
- Use multiple data sources in a single PivotTable

Introduction to Recorded Macros

- Show the Developer tab
- Record a basic macro
- Edit the VBA code created by the macro recorder
- Assign a macro to a Quick Access Toolbar button, a Ribbon button and to a Command button
- Save a workbook that contains a macro
- Save a macro to the Personal Macro workbook

