

## Course Outline

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### Microsoft Excel Advanced



**Duration:** 1 day (6 hours)

#### Learning Objectives:

In this ILT Series course, students will further build on the skills acquired in the Microsoft Excel 2013 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

#### Topics Covered:

- Unit 1: Advanced functions and formulas
  - Topic A: Logical functions
  - Topic B: Conditional functions
  - Topic C: Financial functions
  - Topic D: Text functions
  - Topic E: Date functions
  - Topic F: Array formulas
- Unit 2: Lookups and data tables
  - Topic A: Using lookup functions
  - Topic B: Using MATCH and INDEX
  - Topic C: Creating data tables
- Unit 3: Advanced data management
  - Topic A: Validating cell entries
  - Topic B: Advanced filtering
- Unit 4: Advanced charting
  - Topic A: Chart formatting options
  - Topic B: Combination charts
  - Topic C: Graphical objects
- Unit 5: PivotTables and PivotCharts
  - Topic A: Working with PivotTables
  - Topic B: Rearranging PivotTables
  - Topic C: Formatting PivotTables
  - Topic D: PivotCharts

- Unit 6: Exporting and importing data
  - Topic A: Exporting and importing text files
  - Topic B: Getting external data
- Unit 7: Analytical tools
  - Topic A: Goal Seek
  - Topic B: Scenarios
- Unit 8: Macros and Visual Basic
  - Topic A: Running and recording a macro
  - Topic B: Working with VBA code