

## Advanced Excel 1

### Seminar Overview

As there are so many useful advanced features, we now have two Advanced Excel seminars. They cover different topics and are independent of each other. These half day hands-off seminars are designed to take your use of Excel to the next level, significantly enhancing what you can do with your data. They are an effective alternative to traditional hands-on class-room based courses, saving you money, cutting your learning time in half and at the same time increasing your efficiency and productivity. They are essential for anyone who wants to get the best out of Excel.

Detailed seminar notes, workbook and data files are emailed at the end of the seminar allowing you to review and practise what you have learned in your own time and at your own pace.

The seminars are run under Windows and are suitable for users of 2007, 2010, 2013 and 2016.

### Seminar Prerequisites

The seminar is ideally suited to delegates who already have a good working knowledge of Excel either from attending our Making the Most of Excel seminar or from practical experience in the workplace.

Please note this seminar is not suitable for beginners. Delegates must be able to carry out basic calculations, use Excel functions such as SUM and AVERAGE, sort and filter lists and create simple charts.

### Seminar Content

#### Dates & Times

Understand how Dates and Times work in Excel including the keyboard shortcuts to enter static dates and times and how to enter dates and times that update automatically. Find out how to use the IF function and how to use it to evaluate dates. Find out about the invaluable hidden function DATEDIF.

#### Restricting Data Entry and Protecting your Worksheets

Let us show you how to use Data Validation to restrict the data that can be entered into specific cells to make spreadsheets more accurate and learn how to protect your worksheets so that other users can only access specific cells. These techniques are particularly useful for creating forms.

#### Range Names

Learn how to create and use range names to help you navigate around the spreadsheet and how to use them in calculations. Learn how to use the Name Manager to modify and delete range names.

#### Additional ways to Manipulate Lists in Excel

Learn how to use VLOOKUP, HLOOKUP, SUMIF and COUNTIF calculations. Create better PivotTables with drag and drop facilities and by using advanced techniques such as grouping data, and adding percentages and calculated fields to your PivotTables.

#### Advanced Worksheet Calculations and Operations

Learn about the information and logical functions and how they can be combined with the IF function to evaluate data.

#### Working with Macros

See how you can use macros to automate operations in Excel, how to run them with keyboard shortcuts and how to attach them to buttons on the spreadsheet. Learn about where to store macros and the importance of the Personal Macro Workbook.