Thornton Vare Seminars

...the new way to learn

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 as well as Office 365.

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

Range Names

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

Dates and Times

Understand how Dates and Times work in Excel including the keyboard shortcuts to enter static dates and times and the functions TODAY and NOW which update automatically. Learn how to do calculations with dates including NETWORKDAYS, EDATE and the hidden function DATEDIF.

Logical Functions

Learn about the logical functions AND, OR and NOT and how they can be combined with the IF function to evaluate data.

Restricting Data Entry and Protecting your Worksheets

See 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 and drop down lists.

Additional ways to Manipulate Lists in Excel

Learn how to use VLOOKUP, HLOOKUP, SUMIF and COUNTIF calculations. See how to format your lists as a table. Create PivotTables with drag & drop facilities and see how to use techniques such as drill down, grouping data, and adding percentages and calculated fields to enhance your PivotTables.

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.