

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 (Office 365 only)

Lookup Functions

- Lookup to the left using MATCH and INDEX
- Use MATCH and INDEX to perform a two-way lookup
- Use the INDIRECT Function to perform a two-way lookup
- Return a complete record using MATCH and INDEX
- Use the SWITCH (Office 365 only) or CHOOSE to lookup across multiple tables
- **New!!** XLOOKUP (improved function for VLOOKUP, HLOOKUP, MATCH & INDEX scenarios) - Office 365

Introduction to Array Formulas

- What are array formulas and why are they useful?
- Conditional calculations using array formulas
- Useful lookup techniques using array formulas
- Using SUMPRODUCT
- **New!!** - Dynamic Arrays including spill range, spill reference & the #SPILL error (replaces old CTRL SHIFT ENTER array formulas) - Office 365

Conditional Formatting Using Formula

- Use AND and OR to apply multiple tests simultaneously
- Format an entire row based on a condition in one or more fields
- Use functions such as COUNTIF, ISTEXT and ISFORMULA to set up a conditional formatting rule
- Use text functions to format text values that begin with or end with characters
- Format duplicates solution (better than the inbuilt solution)
- Format duplicates across multiple columns



Database Work

- Use Excel's Advanced Filter to perform complex filters and/or return unique values
- Use database functions - DSUM, DAVERAGE etc

PivotTables

- Prepare data for a PivotTable - common data problems
- 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

Introduction to Recorded Macros

- Show the Developer tab
- Record a basic macro
- 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

