



ZING365
Learning without limits

EXCEL ADVANCED

WHAT WE WILL COVER

- Recap of Intermediate knowledge
- Advanced Filters and Subtotals
- Pivot Tables and Pivot Charts
- VLOOKUP and HLOOKUP, INDEX and MATCH
- Importing Data
- Text Functions SEARCH, LEFT, RIGHT, MID, LEN
- More Text Functions PROPER, UPPER, LOWER, ABS
- Other Useful Functions RAND, INT, CAR
- Data Validation and Data Input Control
- Using OR/AND with the IF Function • Error Trapping with ISERROR, IFERROR and IFNA
- Date Functions DATE, DAY, MONTH, YEAR, NOW, TODAY, WEEKDAY
- Basic Macros
- Creating Advanced Macros Using Visual Basic for Applications

SUMMARY

For the experienced Excel user that has already attended the Intermediate Course.

This Excel Advanced course will provide invaluable training in a flexible format based on the requirements of the delegates to cover any of the remaining subjects, including those detailed here.

OBJECTIVES

By the end of this course you will;



Full understanding of IF, OR, AND



Date Functions and Principles



Gain an understanding of Macros and Visual Basic for Applications



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