

# Information Technology

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## Excel - Advanced

**Trainer:** Nigel Hickman

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### Course Summary

This one-day course is designed for the experienced Excel user who wishes to examine the more advanced features of this sophisticated spreadsheet package. A good familiarity with spreadsheet design and layout is assumed. The aim of the course is to develop skills in the higher-level data analysis, formula building, formatting and automation features within Excel. Macro building is covered but Visual Basic for Applications (VBA) is the subject of a separate course.

### What you will learn

- Advanced worksheet formatting and Excel shortcuts
- Using named ranges in formulae
- Formula Auditing – tracking changes
- 'What if' forecasting using one and two variable data tables and scenarios
- Formula building
- LOOKUP functions
- Automatic Outline
- Restricting input using protection and data validation
- Using the form tools
- Goal Seek and Solver analysis
- Using the Scenario Manager
- Importing data into Excel
- Navigation using hyperlinks, command buttons and sheet and range naming
- Excel macros

#### About the Trainer

Nigel Hickman has 30 years experience in administration, management and training. His experience includes the design of training programmes for administrative and computer training. Nigel is a lecturer in the use of various software packages to both introductory and advanced standards.

#### Workshop Cost

**£129 + VAT**

<b>30.09.09</b>	<b>Buckerell Lodge Hotel, Exeter</b>
<b>20.01.10</b>	<b>Regus, Exeter</b>
<b>16.03.10</b>	<b>Lyngford house, Taunton</b>
<b>31.03.10</b>	<b>Buckerell Lodge Hotel, Exeter</b>
<b>30.06.10</b>	<b>Lyngford House, Taunton</b>

#### Workshop Timetable

9.15am	Welcome and coffee
9.30am	Session start Delegate introductions and explanation of day Using named ranges and tracking changes
11.00am	Break
11.15am	'What If' forecasting. Using the form tools in Excel spinners, list boxes and other formula building
12.30pm	Lunch
1.15pm	Automatic Outline. Importing data into Excel in various formats. Restricting input. Goal Seek and Solver analysis Using the LOOKUP functions
3.00pm	Break
3.15pm	Developing navigation facilities in complex sheets using hyperlinks and graphic buttons. Developing Excel Macros
4.30pm	Close