

## MICROSOFT EXCEL – ADVANCED COURSE OUTLINE

<b>APPLICATION</b>	MICROSOFT EXCEL
<b>LEVEL</b>	ADVANCED
<b>DURATION</b>	ONE DAY
<b>WHO SHOULD ATTEND</b>	The course is designed for users who are confident with the majority of the features available within Excel but want to extend their knowledge to enable them to maximise the use of Excel's advanced features.

### OBJECTIVES

At the end of the course the delegate will be able to:

<b>Outline</b>	use the outline feature to collapse and expand large worksheets, copy and paste visible cells only
<b>PivotTables &amp; Charts</b>	use pivot tables to summarise and cross-tabulate large database lists, display pivot table results in a chart, use a pivot table chart
<b>Auditing</b>	audit the worksheet, find cells used by a formula, trace errors
<b>Scenarios</b>	use the scenario feature for what-if forecasting in a worksheet, print scenario summary reports
<b>Goal Seek</b>	use the goal seek command to find a specific value in a formula cell by adjusting the value of one other cell
<b>Solver</b>	understand how to use solver to solve what-if problems
<b>Macros</b>	create and edit a macro using the macro recorder command, assign a macro to an icon, to a shortcut key or to button on the worksheet
<b>Linking with other products</b>	link Excel to other Windows products, using Object Linking and Embedding (OLE) - a method for linking data between applications or embedding objects created into files with another application