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Microsoft Excel Advanced

Duration: 2 Days

Overview:

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

After Aspect's Advanced Excel training you're likely to walk away with countless ideas for streamlining your daily activities and enhancing the usefulness of your data. On this course, you'll scratch the surface of one of Excel's most ingenious capabilities that has the potential to revolutionize the way you conduct your tasks - the Excel web query.

In addition, the course is also for students desiring to prepare for the Microsoft Certified Application Specialist exam in Microsoft® Office Excel® 2007, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Aspect Training's Excel Advance course will have you creating your own data powerhouses with just a few clicks. Most people are surprised at how much power Excel has to offer after taking Aspect Training's Excel Advance course. Book a place for yourself and see how Aspect Training's Excel Advance course can completely change the way you do business.

Prerequisites:

Delegates should have attended both of the following courses (or similar) prior to this course:

Aspect's Excel Introduction

Aspect's Excel Intermediate

Continued over....



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Course Topics:

Streamlining Workflow

Create a Macro
Edit a Macro
Apply Conditional Formatting
Add Data Validation Criteria
Update a Workbook's Properties
Modify Excel's Default Settings

Collaborating with Others

Protect Files
Share a Workbook
Set Revision Tracking
Review Tracked Revisions
Merge Workbooks
Administer Digital Signatures
Restrict Document Access

Auditing Worksheets

Trace Cells
Troubleshoot Errors in Formulas
Troubleshoot Invalid Data and Formulas
Watch and Evaluate Formulas
Create a Data List Outline

Analyzing Data

Create a Trendline
Create Scenarios
Perform What-If Analysis
Perform Statistical Analysis with the Analysis ToolPak

Working with Multiple Workbooks

Create a Workspace
Consolidate Data
Link Cells in Different Workbooks
Edit Links

Importing and Exporting Data

Export Excel Data
Import a Delimited Text File

Using Excel with the Web

Publish a Worksheet to the Web
Import Data from the Web
Create a Web Query

Structuring Workbooks with XML

Develop XML Maps
Import and Export XML Data