



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Excel (Advanced)

Overview

This one-day course is designed to help a delegate develop spreadsheets using more advanced functions and formulas.

Objectives

- Working with Tables
- Creating PivotTables
- Grouping dates in a PivotTable
- Using the VLOOKUP, HLOOKUP and IF Functions
- Using the PMT, FV functions and using What-if-Analysis
- Recording Macros
- Importing and Export data
- Templates
- Sharing Workbooks
- Conditional Formatting

Course Prerequisite

MS Excel (Intermediate)

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

Who should attend?

Any delegate wanting to develop their skills in using Microsoft Excel to design spreadsheet solutions and use tools for creating and formatting more complex spreadsheets, that solve more difficult problems.

Course Outline

This course consists of the following 6 modules

Module 1	Advanced Table and PivotTable Techniques • Working with Excel Tables and Structured References • Creating PivotTables and Viewing Source Data • Applying Summary Functions and Setting Default Summary Options • Adding Zero Values to Empty Cells • Grouping Data • Changing Report Layouts • Formatting PivotTables • Updating and Refreshing Data • Creating PivotCharts • Using Slicers and Timeline Filters
Module 2	Advanced Lookup and Logical Functions • VLOOKUP (Exact Match and Approximate Match) • HLOOKUP Function • Logical Functions including IF • Nesting IF Functions • Combining VLOOKUP with IF • Financial Functions: PMT and FV
Module 3	What-If Analysis Tools • Creating One-Variable and Two-Variable Data Tables • Using Goal Seek • Installing and Using the Solver Add-In • Using Scenario Manager for Multiple Analysis • Creating Named Ranges from a Selection
Module 4	Macros and Automation • Understanding and Recording Macros • Introduction to VBA Code • Editing VBA Code • Assigning Macros to the Quick Access Toolbar and Shapes • Saving Macro-Enabled Workbooks • Configuring Macro Security Settings

Module 5	Importing, Exporting, and Auditing Data • Importing Data with Microsoft Query and Query Wizard • Sorting and Filtering Records in Queries • Updating Query Results • Importing and Exporting Text Data • Saving and Publishing Worksheets as Web Pages • Auditing Workbooks and Worksheets • Tracing Data Flow and Formulas • Using Error Checking Tools • Monitoring Results with the Watch Window • Sharing Workbooks
Module 6	Templates and Conditional Formatting • Creating and Saving Templates • Applying Conditional Formatting • Managing Conditional Formatting Rules • Creating and Using Styles

Additional Information

Duration	1 Day	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire