Course Outline
Microsoft Excel
Level 4

Duration: 1 day

"Spreadsheet: a kind of program that lets you sit at your desk and ask all kinds of neat "what if?" questions and generate thousands of numbers, instead of actually working." Dave Barry

What this course will do for you:

This course is for advanced Excel users who want to update their skills in advanced data analysis. By its focus on working with nested functions, advanced Pivot Tables, advanced Analysis Tables and Conditional Formatting, this course will give the skills to tackle the most complex data analysis. By completing structured exercises, using data relevant to your work, this course will increase your competence in advanced data analysis helping you meet those targets more efficiently. This course also prepares you for moving on to the Microsoft Excel VBA Course.

To get the most out of this course:

You will have attended the Burningsuit Microsoft Excel Level 3 Course.
Or you have been using Excel for a reasonable length of time and you are competent in spreadsheet analysis work and have used formulae and functions. You now need to know how to use complex functions and perform difficult data analysis.

What you will learn:

Review Naming Cells and Ranges
Correctly create named cells and use names in formulas accurately.

Advanced Use of Names
Use names as "constants" and in complex formula work.
Use Names to simplify formulas.
Use Scope to duplicate names.

Advanced features of Excel Analysis Tables
Using Excel Tables to analyse data
Using implicit names automatically generated by Tables.

Nesting Functions
Nest functions by accurately puting one function inside another so that you can "customise" functions

Concatenation
In a single cell, accurately string together cell values, text and formulas into a single value.

Advanced Function Workshop
Workshop session using a selection of challenging functions eg:-

And, Or
Match, Index
Indirect
Text Functions
Date Functions
IfError

Working with Advanced Pivot Tables
Creating Dashboards using Slicers
Consolidate Data using a PivotTable
Create Calculated Items
Create Calculated Fields
Create a PivotChart report
Creating "Flattened" Pivots
UnPivoting data

Bried Overview of Power Pivot
How you can use the Data Model to create Pivot Tables for multiple data sources.

Bried Overview of Power Query
How you can clean and transform data prior to analysing it.

Advanced Use of Conditional Formatting
Use conditional formatting to compare data ranges
Use functions within conditional formatting
Format entire rows of data rather than single cells

Working with Arrays
Use Array Formulas to analyse data stored in a range of adjacent cells.