



**African Helix
Training**

In Pursuit of Excellence and Beyond...



Microsoft[®]
Excel
Part 3: Advanced

Course Content

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Overview

In this advanced course, we will explore complex functions, data analysis techniques, and automation processes that will enable you to handle large datasets with ease and precision. You will learn how to create dynamic dashboards, utilize advanced formulas, and harness the power of macros and VBA to streamline your workflows.



Course Prerequisites

Students should be comfortable Basic Excel Proficiency, Intermediate Excel Skills and a positive willingness to learn



Target Audience

This course is intended to help all regular computer users advance their data analysis skills quickly.



Course Outline

Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.



Duration

In Class/Virtual Class: 1 Day
(08:30 – 15:30)



Delivery Methods

- On-Site
- At designated location
- Virtual Live



What You Get

- Certificate of Completion



Outcomes and Objectives

- Getting Started with Microsoft Excel
- Performing Calculations
- Modifying a Worksheet
- Searching for and replacing data and how to spell check a worksheet are also discussed.
- Formatting a Worksheet
- Printing Workbook Contents
- Managing large workbooks.



Lesson 1: Auditing Worksheets

- Topic A: Trace Cells
- Topic B: Troubleshoot Invalid Data and Formula Errors
- Topic C: Watch and Evaluate Formulas Topic D: Create a Data List Outline

Lesson 3: Analysing and Presenting Data

- Topic A: Create Sparklines
- Topic B: Create Scenarios
- Topic C: Perform a What-If Analysis
- Topic D: Perform a Statistical Analysis with ToolPak Topic E: Create Interactive Data with Power View

Lesson 4: Working with Multiple Workbooks

- Topic A: Consolidate Data
- Topic B: Link Cells in Different Workbooks
- Topic C: Merge Workbooks

Lesson 5: Exporting Excel Data

- Topic A: Export Excel Data
- Topic B: Import a Delimited Text File
- Topic C: Integrate Excel Data with the Web Topic D: Create a Web Query

Lesson 6: Importing and Exporting XML Data

- Topic A: Import and Export XML Data



For More Details and to Register, Please Contact

Course Coordinator

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