2 – DAY
MS EXCEL (ADVANCED LEVEL)

CONTACT

📞 **+603 – 2713 6868**

💬 **Berenice Ong/ Tesa Wang**

✉️ **training@pm-resources.com**

🌐 **www.pm-resources.com**
www.pm-eschool.com

METHODOLOGY

- Training is hands-on using easy-to-follow step-by-step instructions.
- Instructor-Led Training (ILT) on live exercises of each topic.

INTRODUCTION

Do you often work with data at work or frequently extract data to create reports to update your leaders? Microsoft Excel is a powerful spreadsheet program that allows you to make quick and accurate numerical calculations. You will appear more professional when you present formulated spreadsheets to highlight your key data narratives. Microsoft Excel 2019 (Advanced Level) is a course that is suitable for you if you are looking to leverage the more advanced functions and features of Excel to increase your productivity while working with data.

Why is it so important to learn Excel? It is because almost every organisation across all industries is using Excel to boost their employees' productivity and quality of work. Many different job roles require some form of Excel knowledge as Excel is one of the most indispensable data processing tools in the working world now.

So what are some applications of Excel? For example, businesses use Excel for the creation of financial reports. Manufacturing plants use Excel for statistical analysis on their inventory. Families use Excel to help manage their family expenses, investment portfolios, and retirement savings projections. As you can see, Excel is an essential skill needed by everyone not only for work but also for their personal projects.

In our 2-day Microsoft Excel 2019 (Advanced Level) course, you will learn how to use advanced functions such as text formulas, date & time formulas, lookup functions, and understand formula errors. Besides that, you will be taught how to manage names, consolidate, organise and analyse data. Last but not least, you will learn to create pivot tables and record macros to automate repetitive formatting changes that you need to make to cells in your spreadsheet.

WHO SHOULD ATTEND?

This is designed for participants who already have foundational knowledge and skills in Microsoft Excel and who wish to begin taking advantage of some of the higher-level functionality in Microsoft Excel to analyse and present data.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Use advanced functions such as Financial, Logical, Lookup and Text functions
- Create and manage conditional formatting rules
- Use the data validation function to control data being accepted for selected cells in your worksheet
- Create scenarios and use the Goal Seek and Solver functions to achieve desired results in formulated cells
- Create and format your pivot tables, pivot charts and slicers to filter your tables
- Record, play, delete and add macros to your quick access toolbar

PROGRAM OUTLINES

MODULE 1: LINKING & CONSOLIDATE DATA

- Linking and Consolidating Data
- Linking Workbooks
- Creating A Link Formula By Paste Link
- Consolidating Data
- Creating A 3-D Formula

MODULE 2: TABLES AND SORTING

- Managing Tables and Data
- Tables Overview
- Table Terms
- Tips for Setting Up a Table
- Creating Tables
- Sorting Data
- Sorting Data: Sort Button
- Sorting Data: Sort Dialog Box
- To sort according to a custom list
- To sort according to a formatting criterion

MODULE 3: DATA MANAGEMENT

- Filtering Data
- Using Table Filters
- Using Custom AutoFilter
- Turning Off the AutoFilter
- Advanced Filtering
- Using Advanced Filter
- Running an Advanced Filter
- Turning Off Advanced Filter
- Copying an Advanced Filter to Another Location
- Subtotals
- Adding Subtotals
- Adjusting Views with Subtotals
- Removing Subtotals
- Re-sorting the Data
- Data Validation
- Dealing with Text Files
- Text Format Files
- Text To Column

MODULE 4: WHAT-IF ANALYSIS

- What if Analysis
- Creating Data Tables
- Creating A One Input Data table
- Creating A Two-Input Data table
- Goal Seek
- Scenario Manager
- How to Create a Report from a Scenario

MODULE 5: USING IF, VLOOKUP, HLOOKUP, FORMULA AUDITING AND PROTECTIONS

- Auditing a Worksheet
- Tracing Formulas and Errors
- Trace cells that provide data to a formula
- Trace formulas that reference a particular cell
- Watch Window
- Protecting Your Files and Worksheets
- Protection Options
- Locking & Unlocking Cells
- Workbook Level Protection
- Worksheet Level Protection
- File Level Protection

MODULE 6: USING MACROS

- Automating Excel with Macros
- Creating & Recording a New Macro
- Running a Macro
- Suspending & Resuming a Macro
- Deleting a Macro
- Saving A Workbook containing Macros