

This course is designed for Intermediate / Advanced users of Microsoft Excel who would like to hold a recognised qualification to reflect their expertise. You should have attended training to an Intermediate level and be using Excel on a regular basis prior to attending this training programme.

We will cover in detail all of the Advanced feature of Excel, including Database Features, Advanced Functions such as IF and Lookups along with the automation of tasks using Macros etc. Although it is recommended that you firstly complete the MOS Excel Core training and exam prior to attempting the MOS Excel Expert, it is not necessary to do so.

Importing & Exporting Data

- / Import data from text files (insert, drag and drop)
- / Import from other applications
- / Import a table from an HTML file (insert, drag and drop - including HTML round tripping)
- / Export to other applications

Using templates

- / Apply templates
- / Edit templates
- / Create templates

Using multiple workbooks

- / Using a workspace
- / Link workbooks

Formatting numbers

- / Apply number formats (accounting, currency, number)
- / Create custom number formats
- / Use conditional formatting

Printing workbooks

- / Print and preview multiple worksheets
- / Use the Report Manager

Working with named ranges

- / Add and delete a named range
- / Use a named range in a formula
- / Use Lookup Functions (Hlookup or Vlookup)

Working with toolbars

- / Hide and display toolbars
- / Customize a toolbar
- / Assign a macro to a command button

Using macros

- / Record macros
- / Run macros
- / Edit macros

Auditing a worksheet

- / Work with the Auditing Toolbar
- / Trace errors (find and fix errors)
- / Trace precedents (find cells referred to in a specific formula)
- / Trace dependents (find formulas that refer to a specific cell)

Displaying and Formatting Data

- / Apply conditional formats
- / Perform single and multi-level sorts
- / Use grouping and outlines
- / Use data forms
- / Use subtotaling
- / Apply data filters
- / Extract data
- / Query databases
- / Use data validation

Using analysis tools

- / Use PivotTable autofomat
- / Use Goal Seek
- / Create pivot chart reports
- / Work with Scenarios
- / Use Solver
- / Use data analysis and PivotTables
- / Create interactive PivotTables for the Web
- / Add fields to a PivotTable using the Web browser

Collaborating with workgroups

- / Create, edit and remove a comment
- / Apply and remove worksheet and workbook protection
- / Change workbook properties
- / Apply and remove file passwords
- / Track changes (highlight, accept, and reject)
- / Create a shared workbook
- / Merge workbooks