



MICT SETA accredited ACC/2011/07/066 Est. October 2003

## College Africa Group - Excel Advanced Part 1 Table of Contents

This course covers the first part of the advanced features of Excel. This is an intense one day course which will provide the delegate with advanced Excel skills to create complex spread sheets and formulae. This course will teach the delegate to integrate Excel functions in order to achieve the desired result. The delegate receives a manual and an attendance certificate.

### **Subtotal Function**

- Using the Subtotal Function
- Using a Filter to Analyse Subsets
- Modifying the Subtotal Function

### **Relative And Absolute Referencing**

- Relative referencing
- Absolute referencing
- Mixed cell referencing

### **Range Names**

- To Create a Named Range

### **Data Validation**

- Create a List of Items/choices
- Creating a Data validation list
- Create Restricted Entries
- Create Custom Settings
- Protect the List

### **Formulae**

- Simple Vlookup
- VLOOKUP Approx.
- COUNTIF Statement
- SUMIF
- Left, Right and Mid Formulae
- Flash fill
- Concatenate

### **PivotTables & PivotCharts**

- Creating a PivotTable
- Formatting the PivotTable

### **Creating A PivotChart**

- Contents of the budget database
- Adding more columns
- Drilling down on a balance
- Breaking down by department
- Hide detail and show detail
- Hiding a column

### **Contact**

**Arnold Muscat**

**Direct 083 778 4903**

**Email: [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com)**

**[www.collegeafricagroup.com](http://www.collegeafricagroup.com)**

