



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

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