



4D Group

## Excel Advanced

### Who would benefit?

This course is designed for those who have a good working knowledge of Excel and who wish to explore the full potential of this software.

### Objective

To give participants a greater understanding of the creative use of Excel's advanced formulae, functions, database lists and macros.

### Content

- Discuss individual's needs and revision
- Advanced functions
  - Lookup and reference functions (VLOOKUP, HLOOKUP, INDEX, MATCH)
  - Using IS functions to test value types in cells
  - Nest with IF, LOOKUP, AND, OR
- Interrogate information from other sources
- Formula Auditing
  - Using the auditing facility
  - Tracing how formulas are made up
  - Evaluating formulas
- Goal Seek.
- Scenario Manager
- Record macros
  - Name conventions and storage locations
  - Absolute and relative cell addressing
- Run macros
  - Assign macros to toolbar buttons.
  - Create menus
  - Assign macros to objects/buttons on the worksheet
- Create Macro Toolbars
  - Create a custom toolbar.
  - Add macro buttons to the toolbar
  - Attach the toolbar to a workbook
- Macro Management
  - Delete macros
  - Set macro options
  - Macro security
- The Visual Basic Environment
  - Project explorer
  - Code window
  - Properties window
- Work with Code
  - Code structure
  - Add comments
  - Navigate within your code
  - Edit macro code
  - Get help with syntax
- Commonly Used Commands
  - Workbook and worksheet commands.
  - Excel selection methods
- Debugging
  - Errors
  - Compiling
  - Using Debug
- Function Procedure
  - Function macros
  - Creating function macros as add-in

### Duration

One day

### Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Excel Intermediate