



This tutorial covers in detail how to use MS Excel in advanced level, including step by step real world problems solving examples. Advanced topics, such as working with scenarios, macros, lookup functions, pivot tables, and auditing formulas can be found in this out line list. These topics are explained and covered in a variety of ways including FAQs, tips, step by step tutorials, and general information articles on the topics. **It is intended for those with good knowledge in working with spreadsheet program MS Excel.**

#### Advanced Functions

- Nested IF Functions
- AND, OR functions Using an AND
- Condition with IF

#### Lookup Functions

- VLOOKUP Function
- HLOOKUP Function
- Match
- Index
- String Functions
- Round Function

#### Array formulas

- Calculate multiple results
- Rules Regarding Arrays
- Creating Complex Formulas

#### Using a Database/Lists

- Creating a Database List
- Adding/Removing Records
- Adding / Removing Fields
- Sorting Records by Multiple Fields
- Performing a Custom Sort
- Editing a Custom Sort Order
- Deleting a Custom Sort Order
- Sorting from Left to Right

#### Using a Data Form

- Editing Data Form Records
- Defining Criteria with a Form
- Deleting Records through the Data Form
- Creating Subtotals in a List
- Removing Subtotals from a List

#### Auditing Tools & Errors

- Overview of Auditing Tools
- Tracer Arrows
- Dependent and Precedent Arrows
- Removing Tracer Arrows
- Tracing Cells Causing Errors
- Understanding Error Messages
- Overcoming Error Messages

#### Audience:

The course has been designed for experienced users of Excel who wish to use the advanced features of Excel

#### Prerequisites:

Participants must be confident users of Excel who are able to create and manage multiple sheet workbooks.

#### Advanced Filter

- Creating a Criteria
- Using a Criteria
- Showing All Records
- Using Comparison Criteria
- Using an Advanced And
- Condition
- Using an Advanced Conditions
- Extracting Filtered Records
- Using Database Functions

#### Scenario & Goal Seek

- Using the Scenario Manager
- Creating a Scenario
- Displaying a Scenario
- Editing a Scenario
- Creating a Scenario Summary
- Report
- Using Goal Seek

#### Problem Solving

- Using Solver to find solutions to spreadsheet problems
- Saving a Solver Solution as a Scenario
- Restoring the Original Values
- Changing a Constraint
- Creating a Solver Report
- Using Scenarios to View Solutions

#### Consolidating Worksheets

- Overview of consolidating data
- Consolidating by Position
- Consolidating by Category

#### Working with Views

- Using Views
- Creating a Custom View
- Displaying a View
- Editing a View
- Deleting a View

#### Report Manager

- Working with the Report Manager
- Using Sheets in a Report
- Printing a Report
- Using Scenarios and Views in a Report

**Creating a Pivot Table Report**

- Creating a PivotTable
- Adding PivotTable Report Fields
- Row fields, column fields, page
- Fields And data fields
- Refreshing A PivotTable Report
- Editing PivotTable Data
- Inserting Data into the Source Range
- Changing the Summary Function
- Moving Pivot table Report Fields
- Hiding and Unhiding Items
- Deleting Pivot table Report Fields
- Renaming a Field
- Pivot Table Options
- Adding Multiple Data Fields
- PivotTable Detail
- Hiding and Showing Row Details
- Hiding/Showing Column Details
- Displaying Data Details
- Custom Calculations In Pivot Tables
- Creating a Custom Calculation
- Changing a Custom Calculation
- Creating a Calculated Field
- Creating a Calculated Item
- Grouping Items
- Hiding/Showing Group Details
- Ungrouping Items
- Grouping By Dates
- Grouping By Number
- Sorting A Pivot Table
- Using The AutoSort Feature
- Using The Auto Show Feature
- Creating Pivot Charts
- Modifying The Chart
- Creating Interactive PivotTables
- Adding Fields To A PivotTable Browser
- Multiple Ranges In A Pivot Table

**Conditional Formatting**

- What is conditional formatting?
- Tracing data using conditional formatting
- Finding unique values
- Setting up conditions
- Adding formulas to conditional formatting

**Charts**

- Creating a chart
- Customizing a chart
- Chart options
- Chart views
- Chart types
- Adding trend-line to a chart
- Print setup
- Printing a chart
- Custom menus in excel

**Forms**

- Paper Based Forms
- Creating A Form
- Adding Controls
- Selecting Controls
- Moving A Control
- Adding Data To Controls

**Macros**

- My first Macro
- Defining Macros
- Recording A Macro
- Running A Macro
- Personal Workbook
- Viewing The Macro Code
- Visual Basic Editor

**Practical training**

Practical training is an integral part of this course and staff will carry out practical work sessions and learn how to use Excel to its maximum potential.

Improve Your Computing Efficiency  
And Financial Application Abilities and Get  
More Done In Less Time!

**We recommend that users attend our Intermediate MS Excel course before attending this one.**

This class is limited to a maximum of 12 delegates!!

Delegates will carry out practical activities and learn how to use Excel to its maximum potential.

**Date: 11<sup>th</sup>, 12<sup>th</sup> & 13<sup>th</sup> April 2010**

**Timing 2.00 PM to 5.30 PM**

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