

## Microsoft Excel Advanced Functions & Data Modelling

**Duration: 1 Day**

### Course Aims:

This course is aimed at attendees who want to expand their knowledge into more advanced functions, build reports using form controls, working with Power Pivots and use built-in automation offered by Microsoft Excel.

### Course Prerequisites:

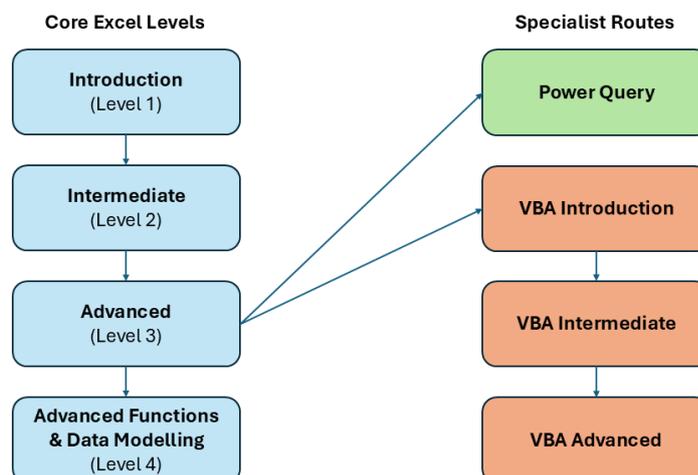
Attendees who wish to attend this Microsoft Excel course should have attended our Excel Advanced course or be competent with the following advanced functions: IF, VLOOKUP, HLOOKUP, SUMIF and COUNTIF and have created and edited Pivot Tables.

### Course Objectives:

**On completion of this course, delegates will be able to:**

- ✓ Use Statistical, Lookup, Date, Math & Trig and Text functions.
- ✓ Build forms using Form Controls
- ✓ Carry out "What-If Analysis" using Scenario Manager and Goal Seek
- ✓ Load data from a CSV/Text file.
- ✓ Use advanced features of Pivot Tables (e.g. Formulas, Conditional Formatting)
- ✓ Use Power Pivots to build Pivot Tables

### Excel Learning Pathway



Start with the Core Excel Levels, then progress to Power Query and / or VBA Introduction once you have completed Advanced (Level 3)

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## Course Content:

### Introduction and Objectives

- Load and Transform Data
- Import Text/CSV file

### Using Statistical, Lookup, Text, Math & Trig, and Date Functions

- Using COUNTIFS, SUMIFS, AVERAGEIFS, MAXIFS, MINIFS, LARGE, SMALL and IFS
- Use XLOOKUP, INDEX, MATCH, SORT, TAKE and UNIQUE
- TEXT, TEXT SPLIT and TEXTJOIN
- SIGN
- Calculate dates using NETWORKDAYS, EMONTH, EDATE, WEEKDAY and WORKDAY

### Form Controls

- How to insert form controls like a Combo box, checkbox, spin button and list box to build reports
- How to use form controls with Formulas
- How to link a checkbox to conditional formatting

### What If Analysis Tools

- Obtaining the desired result to a formula using Goal Seek, Data Table and Scenario Manager
- Creating a scenario summary and Pivot Table report

### Advanced features of Pivot Tables

- Apply Conditional Formatting to a Pivot table.
- Creating Formulas in a Pivot Table
- Show report filter pages.
- Adding Slicers and Timeline across multiple Tables

### Power Pivots

- What is Power Pivot?
- How to add Power Pivot to the ribbon tabs
- How to add Excel data to the data model
- Build a relationship between tables
- Create a Pivot Table using the related tables.

### Hints and Tips

## ExperTrain Limited

Registered Office: 72 Perrycroft, Windsor, Berkshire, SL4 4HE  
Telephone: 0800 841 1000  
Email: [enquiries@expertrain.co.uk](mailto:enquiries@expertrain.co.uk)  
Website: [www.expertrain.co.uk](http://www.expertrain.co.uk)

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