

EXCEL 3 - ADVANCED

Non-Credit Bearing

Master Excel's most powerful features for data analysis and automation

Excel is an indispensable tool for professionals handling complex data. If you've mastered intermediate functions and want to unlock Excel's most powerful capabilities, this course will equip you with advanced techniques.

Learn how to automate tasks with macros, perform sophisticated data analysis, and create dynamic reports with pivot tables and charts. Whether you need to enhance financial models, streamline decision-making, or visualise data effectively, this course will help you achieve it.

PRE-REQUISITE

- Have completed both the Excel Essentials and Excel Intermediate courses **OR**
 - be able to create basic formulas (addition, subtraction, multiplication and division)
 - have an understanding of how to insert basic functions and which range to use in the function argument (AutoSum, Average, Max and Min)
 - have an understanding of absolute vs relative cell referencing

DISCLAIMER: This is an advanced programme. The above content will not be taught during this course. Basic formulas and functions are covered in our Essentials course. Data functions and absolute vs relative cell referencing are covered in our Intermediate course.

WHO SHOULD ATTEND

Anyone who wants to take their Excel skills to the next level.

People who are in, or aspire to, the following job functions/roles:

| | |
|--|---|
| Business Analysts | Efficiently analyse complex datasets and generate reports using pivot tables, data modelling, and advanced formulas |
| Financial Analysts | Build sophisticated financial models and perform sensitivity analysis using Excel skills, including financial modelling, forecasting, and reporting |
| Data Analysts and Data Scientists | Streamline data preparation and gain deeper insights using advanced Excel techniques for cleansing, transformation, and exploratory analysis |
| Researchers and Academics | Conduct high-level statistical analysis and create compelling data visualisations |
| Sales and Marketing Professionals | Analyse data, forecast sales, and track marketing campaigns effectively with powerful Excel tools for data-driven decision-making |
| Anyone Seeking Career Advancement | Gain a competitive edge by mastering advanced Excel skills that are highly valued across industries |

Two-day course 08:15am-16:00pm

Tel: (031) 267 1229

sales@kznbtcc.co.za / www.kznbusinesstraining.co.za

| TOPIC | WHAT WE WILL COVER |
|--|---|
| Module 1: Number and Date Formats | <ul style="list-style-type: none"> • Checking and correcting decimal separators • Understanding the #VALUE! error • Determining and adjusting decimal separator settings • Ensuring correct date format • Checking and modifying short date format |
| Module 2: Mixed References | <ul style="list-style-type: none"> • Relative references • Absolute references • Mixed reference • When to use which |
| Module 3: Logical, Mathematical and Statistical Functions | <ul style="list-style-type: none"> • The IF, AND and OR functions • Nesting the IF, IF_AND and IF_OR functions • The IFS function • SUMIF / SUMIFS / COUNTIF / COUNTIFS |
| Module 4: Working with Names and Ranges | <ul style="list-style-type: none"> • Creating, editing and deleting a range name • Using range names in formulas and functions |
| Module 5: Data Validation | <ul style="list-style-type: none"> • Creating a validation list by using a range name, importing a list or manually • Data validation settings |
| Module 6: VLOOKUP | <ul style="list-style-type: none"> • Creating a VLOOKUP • Finding an exact match with VLOOKUP • Finding the closest match with VLOOKUP |
| Module 7: Working with Charts | <ul style="list-style-type: none"> • Creating a chart • Manipulating a chart • Enhancing a chart using various chart formatting features |
| Module 8: PivotTables and PivotCharts | <ul style="list-style-type: none"> • What is a PivotTable? • Creating a PivotTable from a list of data • Modifying a PivotTable to change data display • Customising and refreshing a PivotTable • Using slicers • Creating a PivotChart |
| Module 9: 'What-If' Analysis Tools | <ul style="list-style-type: none"> • Using Goal Seek • Using Scenarios • Creating and viewing different Scenarios |
| Module 10: Macros | <ul style="list-style-type: none"> • What is a Macro – absolute vs relative macros • Creating a macro • Recording and running a macro • Assigning shortcut keys to a macro • Macro security |
| BONUS Module 1: Multiple Worksheets and Workbooks | <ul style="list-style-type: none"> • Inserting and navigating between sheets in a workbook • Creating 3-D formulas • Linking workbooks • Consolidating data |