

Duration: 1 day

This takes the skills learned in the two previous courses and moves on to look at some of Excel's more advanced tools. It is particularly suited to those who use Excel as a means of modelling data to find solutions to problems.

Topics

Creating Macros

- Creating a Macro
- Comparing Relative and Absolute Macros
- Running a Macro
- Editing a Macro
- Assigning Shortcuts to Macros
- Macro Security

Collaborating With Others

- Protected Views
- Tracking Changes
- Workbook Merging

Using Form Controls

- Creating a Form
- Creating a Custom Form
- Protecting Controls and Linked Cells

Analysing Data

- Creating a Single Input Data Table
- Creating a Two-Variable Data Table
- Creating Scenarios
- What If Analysis using Goal Seek
- Consolidating Data

Data Validation

- Number Validation
- Data List Validation
- Message Prompts and Alerts
- Conditional Data Validation
- Data Validation Errors

Advanced Excel Functions

- Text functions
- Lookup Functions
- Function and Formula Auditing

Import and Export Data

- Exporting Excel Data
- Importing Delimited Text
- Importing a Web Query