

# Excel Advanced

## 2 day training course



### Course contents

This course will cover the following topics. Those marked with (\*) will be covered if time allows.

#### Advanced IFs

- Revision of single IFs
- Nesting =IF
- =IFS and =SWITCH

#### Lookup functions

- The XLOOKUP function
- VLOOKUP for continuous values
- VLOOKUP for exact matches
- Data validation for exact matches

#### Advanced lookup functions

- The XMATCH function
- Combining =INDEX and =MATCH
- The OFFSET function

#### Text functions

- Basic text functions
- Finding and replacing text
- Extracting and joining text

#### Multiple worksheets

- Group editing
- Formulae across sheets
- 3D summing across sheets

#### Advanced tables

- Removing duplicates
- Advanced filters (multiple criteria)
- Adding and removing subtotals
- Grouping/outlining controls

#### Pivot tables

- Creating pivot tables
- Changing the aggregation function
- Drilling down
- Filtering and sorting

#### Advanced pivot tables

- Grouping fields
- Showing % of grand totals, etc
- Slicers and timelines

#### Getting data (was Power Query)

- Using different data sources
- Query steps
- Massaging data before loading it
- The "Column by example" transform

#### Advanced charts (\*)

- Combination charts
- Regression and trendlines
- Picture charts
- Sparklines

#### Scenarios (\*)

- Creating what-if scenarios
- The scenario manager

#### Goal-seeking (\*)

- Targeting a given value
- Setting the number of iterations



## Pre-requisites for Excel Advanced course

Delegates should already have a good working knowledge of Excel (one way to achieve this would be to attend our one-day introduction to Excel and one-day intermediate Excel courses).

## Prices

Venue	Address	Price per place
<a href="#">London</a>	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,150 per person + VAT
<a href="#">Manchester</a>	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£950 per person + VAT
<a href="#">Online</a>	Your home or office!	£725 per person + VAT

## Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Mon/Tue 22-23 June 2026	Online	09:30-16:30	£725 + VAT	<a href="#">Book this</a>
Mon/Tue 29-30 June 2026	Manchester	09:30-16:30	£950 + VAT	<a href="#">Book this</a>
Tue/Wed 21-22 July 2026	Online	09:30-16:30	£725 + VAT	<a href="#">Book this</a>
Thu/Fri 20-21 August 2026	Online	09:30-16:30	£725 + VAT	<a href="#">Book this</a>
Mon/Tue 21-22 September 2026	Online	09:30-16:30	£725 + VAT	<a href="#">Book this</a>

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.