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 IF functions
- Nesting IF functions
- The IFS function

Lookup functions

- VLOOKUP and its limitations
- The XLOOKUP function
- Exact and approximate matches
- Data validation for exact matches
- Dealing with no matches

Advanced lookup functions

- The XMATCH function
- The INDEX and MATCH functions
- 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
- 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 with 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
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,150 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£950 per person + VAT
Online	Your home or office!	£725 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Wed/Thu 16-17 December 2026	Online	09:30-16:30	£725 + VAT	Book this

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.