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