

Excel Advanced

What-if Scenarios | Dashboards | more functions and an introduction to Macros ...

Audience

This **one-day** course is for people who need to analyse large data sets, manipulate data with a range of Excel functions, set up data models using What If scenarios and use a variety of new Excel 365 tools and functions.

Objectives

At the end of the course delegates will be able to:

- ✓ Import Data using GETDATA and Query Editor
- ✓ Create dashboard interfaces using multiple Pivot Tables and Charts
- ✓ Use Excel Functions to manipulate and calculate with Dates and Times
- ✓ Use Excel Functions to manipulate and clean text and numeric data
- ✓ Use Excel Functions to look up data stored in other worksheets and workbooks
- ✓ New Dynamic Array Functions in Excel 2016 and O365
- ✓ Carry out “What-ifs” using Goal Seek, and Scenario Manager
- ✓ Use Form Controls on dashboards
- ✓ Basic Introduction to recording Macros

Course Content

Importing data and using Query Editor

- Importing data from text files, Excel files, Access Database files and from the Web using GET DATA
- Query Editor and Query definitions
- Transform, Edit and Load dynamic data

Advanced Pivot Tables, Charts and Slicers for Dashboards

- Calculations and Grouping in Pivot Tables
- Working with multiple Pivot Tables
- Slicers to control multiple Pivot Tables
- Pivot Charts to create dashboards controlled with single slicer and timeline commands

Functions

- Complex DATE, TIME, INFORMATION and TEXT functions
- LOOKUP functions – Index, Match, nested VLOOKUPS
- NEW DYNAMIC ARRAY FUNCTIONS and #SPILL! Errors
Excel 2016 and Excel 365 users will be able to use the new Dynamic array functions – this section will discuss how these can replace standard ARRAY (CSE) functions
 - FILTER function
 - RANDARRAY function
 - SEQUENCE function
 - SORT function
 - SORTBY function
 - UNIQUE

Using Goal Seek and Scenario

- Using Goal Seek
- Using the Scenario Manager
- Displaying a Scenario
- Creating a Scenario Summary Report
- Data Tables and Break Even Charts

Form Controls

- Work with text boxes, combo boxes, lists, option buttons, check boxes, spinner buttons

Macros and introduction to VBA

- Introduction to automating processes
- Macro Recorder
- Recording with absolute and relative cell references
- VBA Editor