Microsoft Excel Advanced Topics & Outline: One Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

Module 1: Working with What-If

1. What-If Analysis: One-Input Table
2. What-If Analysis: Two-Input Table

Module 2: Working with Goal Seek

1. What-If Analysis: Goal Seek Formulas
2. What-If Analysis: Goal Seek Functions

Module 3: Pivot Tables

1. Introduction to Field Lists, Report Filters, Row and Column Labels)
2. Creating and Designing a PivotTable Report
3. Manipulating PivotTables and Pivoting your Data
4. Working with Dynamic Ranges
5. PivotTable Slicers

Module 4: Pivot Charts

1. Creating a PivotChart from your PivotTable
2. Filtering a PivotChart

Module 5: Sparklines

1. What Are Sparklines?
2. Create Sparklines

Module 6: The Subtotal Tab

1. Create Subtotals
2. Create Multiple Subtotals
3. Subtotal Outline Levels

Module 7: Protecting Worksheets

1. Protecting part of a Worksheet
2. Unprotecting a Worksheet
3. Setting Worksheet Permissions

Module 8: Protecting Workbooks

1. When to Protect a Workbook
2. Protecting workbook structure
3. Protecting the Window Size

Module 9: Formula Auditing

1. Trace Precedents
2. Trace Dependants
3. Trace Errors

What our previous learners have to say:

"Good course, good information, good trainer and at a nice tempo."
Microsoft Excel advanced course Hinckley

"Amazing and I have had nothing but positive feedback on the two sessions run."
Microsoft Excel advanced course Bury Lancashire

"Training very clear. Never felt rushed or pressured to complete tasks. Each item explained and demonstrated very well. Easy to follow"
Microsoft Excel advanced course Coventry

"Very clear and concise pragmatic approach to the various steps to take for each method and gave us time to practice. Reallly impressed by this course"
Microsoft Excel advanced course Walsall, West Midlands

"Brilliant tutor, very knowledgeable and explained things very clearly. The course content was really interesting and was full of lots of additional tips and tricks to use within Excel as a whole which made it all the more useful! We have used FourSquare Training before for specific Excel training needs and would recommend them very highly."
Microsoft Excel advanced course virtual classroom

"A great teacher, went back stages if we was stuck, ensured we were all engaged and modified the course for our requirements and took the time out so we could ask questions, thoroughly enjoyed the course."
Microsoft Excel advanced course Wigan

"Really useful. Really knowledgeable trainer."
Microsoft Excel advanced course Worcester

"Amazing!!! thank you so much. I have learnt so much today. Really glad I took the course."
Microsoft Excel advanced course for Power Query virtual classroom

Scan the QR code for more course information:

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