



## Microsoft Excel Advanced

### Course Objectives:

This course is designed to give you the more advanced functions of Excel to enable you to work much smarter for those complicated documents.

### Who Should Attend?

Those who already have a good understanding of Excel and want to know the more advanced features or those who have attended the intermediate course.

### Course Content:

Topics covered on this course include:

- Custom formatting
- Working with named ranges
- Importing and exporting data
- Lookups and data tables
- Templates
- Analytical tools
- Using pivot tables
- Using views and creating reports
- Using macros

On completion of the course, delegates will receive a Certificate of Attendance.

**Duration:** 1 day

