



## MICROSOFT EXCEL – Online

### Advanced - 5 Modules X 1.5hours

- When:** Tuesdays and Thursdays from 9.30am until 11.00am
- How:** Webinars will be done using GoToWebinar.
- Aimed at:** Those who are intermediate level and would like to progress to advanced.
- Trainer:** E-Bridge Training Limited.

#### Programme:

- This course is designed to follow-on from MS Excel intro-intermediate. Having already familiarised yourself with the most efficient way of performing everyday tasks, and having covered some intermediate topics, it is now time to build on that knowledge. A large proportion of the course is dedicated to using the Database Features in MS Excel – this is a very powerful side to Excel that not many people utilise to its fullest potential. Useful functions such as IF and Lookups are covered in addition to automating tasks using Macros etc.
- These online webinars have been designed to replace classroom-based training whilst people are required to work from home.
- Participants have the option of either attending the live webinars at the scheduled date/time or alternatively can view a recording of the webinar at a time that suits them.
- Recordings will be available for 6 months after completion and a link to the recording will be sent to all participants following the live webinar along with all relevant course files – exercises, user reference guides etc.
- A trainer will be on hand via email to answer any queries or questions that might arise following the training.
- The course is CPD accredited.

## Overview of Each Webinar:

### Excel 6: Dates / Protecting Content / Data Validation

- Working with Dates
  - Understanding how Excel sees dates
  - Calculating difference between 2 dates
  - The TODAY Function
  - Calculating Age
  - EOMONTH / ISONUMBER
  - Using the Text Function with dates
  - Text to Columns to convert date format
- Protecting worksheets, workbooks & restricting input.
  - Data Validation - Text, Numbers, Drop-Down List.
  - Locking cells and enforcing protection
  - Password protecting workbooks

### Excel 7: More on Functions (Part One)

- Named Ranges / Subtotals / SUMIFS / COUNTIFS /
- IF Function (and / or), Nested Functions / IFERROR
- Creating / Using Range Names /Amending
- Working with the Subtotals Excel functionality
- SUMIFS / COUNTIFS
- Writing and Understanding the IF Function
  - Using IF with AND / OR
  - Created Nested IF Functions.

- Using IFERROR

### Excel 8: More on Functions (Part Two)

- Recap on creating and using named ranges.
- XLOOKUP – Excel 2019 / 365 only
  - Basic XLOOKUP
  - XLOOKUP – [if\_not\_found] argument
  - Search Mode argument

### Excel 9: Advanced Data Analysis – Pivot Tables & Pivot Charts

- Creating and understanding a basic Pivot Table
- Filtering Data
- Refreshing a Pivot Table / Refresh automatically on opening
- Using the Pivot Table Design Ribbon
- Resizing columns and preserving column widths
- Grouping Dates / Grouping Fields
- Using Slicers with Pivot Tables
- Creating / Modifying Calculated Fields
- Creating and Modifying Pivot Charts

### Excel 10: Macros

- Recording simple macros
- The VB Editor
- A brief explanation of VBA code
- Assigning macros to buttons
- Building a macro to open a file and copy data
- Using variables
- Assigning macros to the Ribbon

**To book your place, or for more information, contact Karen Treacy, Project and Marketing Executive at on (01) 6051719 or [karen.treacy@ibec.ie](mailto:karen.treacy@ibec.ie)**