



NDA

TRAINING TASMANIA

nurture - develop - achieve

Excel Advanced

Course Cost

\$700

Duration

2 Days

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

Prerequisites

Skills equivalent to NDA's Excel Introductory course.

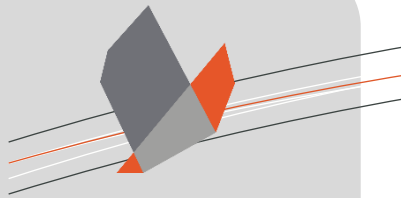
Course Objectives

Upon completion of this course, attendees will have the knowledge and skills to design effective spreadsheets and work with financial or other business applications in an efficient manner.

They will be able to use advanced techniques to analyse historical data and compare future scenarios.

Learning Outcomes

- Design larger and more complex spreadsheet solutions
- Design spreadsheet solutions that require linked workbooks and linked applications
- Complete everyday tasks faster and more effectively
- Construct and enter formulae and functions relevant to a business environment
- Use a wide range of statistical, text, logical and lookup functions
- Use advanced techniques to analyse historical data
- Use advanced charting techniques to analyse graphical data
- Use advanced techniques to project current data and analyse future scenarios



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RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Worksheet Design

- Formula Auditing
- Formula Evaluation
- Validation
- Named Cells

Outlining

- Outlining Concepts
- Creating an Automatic Outline
- Creating a Manual Outline
- Copying from an Outline
- Removing an Outline

Linking Workbooks

- Referencing an External File
- Paste Link
- Data Consolidate
- Hyperlinks

Custom Formatting

- Creating a Custom Format
- Format Sections for Numbers
- Format Codes for Numbers
- Format Codes for Dates and Times
- Conditional Formatting
- More Functions
- Numeric and Time Functions
- Text Functions
- Logical and Lookup Functions

Importing Data

- Opening Other File Formats
- Text Files
- Access Databases
- SQL Server
- Power Query

Analysing Data

- Advanced Filter
- Subtotals
- Pivot Tables
- GETPIVOTDATA Function

Advanced Charting

- Combination Charts
- Secondary Axes
- Chart Templates
- Trendlines
- Graphics
- Sparklines

Advanced tables and Dashboards

- Naming Tables
- Using Structured References in Formulas
- Dashboards

Forecasting Future Performance

- Goal Seek
- Solver
- Scenario Manager
- What If Tables
- Custom Views

Customising the QAT and Ribbon

- Adding and Customising a Macro Button
- Customising Button Icons
- Keyboard Shortcuts