



FAST TRACK
COMPUTER TRAINING LTD

Virtual Classroom

Excel Above & Beyond

Virtual Classroom Set-Up

When setting up our Virtual Classroom, we have striven to offer the same quality of customer experience as attained through our 'face to face' training environment

Take a look at the great feedback on our **About Virtual Classrooms** tab
<https://fasttrackcomputertraining.co.uk/about-virtual-classrooms>

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as the main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

Delegate Pre-Requisites

Aimed at delegates with a high level of experience using Excel preferably having attended **Excel Beyond the Basics** course

All delegates should have a sound knowledge of building formulae using various functions but who require to further their skills by using more complex formulae building

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

Corporate Courses

Virtual Classroom Corporate courses are available

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix & match



Target Audience

Aimed at high level users of Excel, this one day event will look at more advanced features. The session will include techniques for nesting formulae using a variety of functions and with a workshop feel to the session, allowing delegates to experiment with their particular needs as well as working with array formulae and exploring more advanced features in Conditional Formatting.

The Content

Using Index Match

- * INDEX MATCH vs VLOOKUP
- * Nesting with IFERROR

Nesting Additional Functions

- * Tips and Tricks when nesting functions
- * Understanding Nesting in more detail using a variety of functions
- * Combining IF's with VLOOKUP
- * Nesting text functions LEFT, RIGHT, MID PROPER, FIND, SEARCH
- * Nesting INDIRECT
- * Nesting workshop to explore other options

Auditing Worksheets

- * Evaluating Formulae

Using Array Formulae

- * Why use Array Formulae?
- * Incorporating other functions

Offset Function

- * Creating the OFFSET formula
- * Incorporating other functions
- * Creating the Combo Box
- * Using Concatenate
- * Insert a chart & linking the title to the Concatenate formula

Useful Date & Time Functions

- * Using variety of date functions including NETWORK-DAYS, WORKDAY
- * Working with time in formulae
- * Using Elapsed Time
- * The INT function

Advanced Filters

Dependent Data Validation

Conditional Formatting - More Features

- * Custom conditional formatting rules
- * Utilising formulae within conditional formatting
- * Applying formatting to entire row
- * Creating a dynamic record highlight
- * Comparing values
- * Creating banded columns
- * Comparing data on different sheets
- * Formatting values using LARGE, SMALL
- * Using dates in conditional formatting
- * Separating dates within a list
- * Using stop if true
- * Conditional formatting workshop
- * Using PowerPivots (see below)

At the end of the session, time permitting, we may run a short 'demonstration' session as an introduction to the functionality of Microsoft PowerPivots.

If you are interested in learning how to use this feature rich feature, we offer a Virtual Classroom one day course - **Excel Power BI - Using PowerPivots** - full details are available on our website

Excel VBA - Building Macros

To further your excel skills, we now offer Virtual Classroom courses on automating spreadsheets using VBA to create macros - full details available on our website

Call us on 01527 836840

Our team will be happy to give you the options and pricing

Email sales@fasttrackcomputertraining.co.uk Website www.fasttrackcomputertraining.co.uk

