



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

## 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 XLOOKUP

### Using INDEX & MATCH

### 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 NET-WORKDAYS, WORKDAY
- \* Working with time in formulae
- \* Using Elapsed Time
- \* The INT function

### Advanced Filters

### Conditional Formatting - More Features

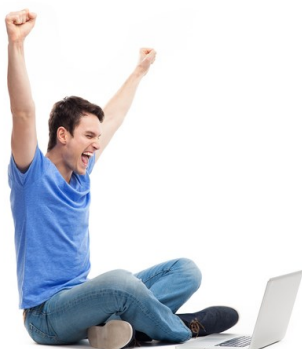
- \* Custom conditional formatting rules
- \* Utilising formulae within conditional formatting
- \* Applying formatting to entire row
- \* Creating a dynamic record highlight
- \* Comparing values
- \* Creating banded columns
- \* Comparing data on different sheets
- \* Formatting values using LARGE, 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 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](mailto:sales@fasttrackcomputertraining.co.uk) Website [www.fasttrackcomputertraining.co.uk](http://www.fasttrackcomputertraining.co.uk)