



Excel Expert



Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level. You can choose whether you'd like to study 2013 or 2010 and over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

IS THIS FOR YOU?

If you frequently use Excel, and want to learn even more features of this comprehensive software, our Microsoft Excel Expert course is the one for you. Many job roles utilise Excel such as those working in Finance, PA roles and those running their own business so learning how to get the most out of this renowned spreadsheet programme will help you streamline your day-to-day tasks and free up valuable time.

ABOUT THIS COURSE

For those who have a basic grounding in Microsoft Excel, this course will provide you with the knowledge and skills to use MS Excel at an advanced level.

On successful completion of this course, you will be in a position to take the Microsoft Office Specialist (MOS)* test after having gained your Pitman Training certification.

**For details about vendor specific exams please talk with your course advisor.*

You can also be confident that you'll possess the top skills being sought by employers.

You'll also have the powerful Pitman Training name on your CV, as a quality mark of achievement. To continue your training, we'd urge you to look at our other Microsoft Office courses, or our Microsoft Office Plus Diploma.

WHAT IS INCLUDED IN THIS COURSE?

Course content will depend on which version of Microsoft Office you want to study, 2010 or 2013.

Whichever version you study, you'll become confident in a range of Excel's more sophisticated features including using AutoFill, creating and working with tables, using/hiding worksheets, custom formats; defining, using and managing named ranges; using conditional formatting and filtering data; recording and running

macros; summarising data, database functions and pivot tables; using data across worksheets, switching between workbooks and workbook templates; worksheet, file and cell properties and using Excel's statistical functions.

Below is the lesson plan for the Excel 2013 courses:

Lesson One: Using AutoFill, carrying out date calculations, adding a picture as a watermark, creating and working with tables, converting text to columns, removing duplicates, using Flash Fill, consolidating data, using paste special, creating a custom format

Lesson Two: Defining, using and managing named ranges, using named ranges in formulas, inserting, modifying and removing hyperlinks, formatting elements of a column and pie charts, saving a chart as a template, creating combination chart, using functions: ROUND; SUMIF; SUMIF; IF; IFERROR; AND, using the IF function nested with OR

Lesson Three: Using conditional formatting, editing a conditional formatting rule, using the Rules Manager, formatting cells meeting a specific condition, applying more than one conditional formatting rule, sorting data using cell attributes, filtering data using cell attributes, using advanced filter options

Lesson Four: Recording and running macros, editing a macro, running a macro from the Quick Access Toolbar, deleting macros, using data validation, tracing precedent/dependent cells in a worksheet, evaluating formulas, tracing errors.

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Lesson Five: Summarising data using subtotals, using database functions, grouping and ungrouping data, creating a pivot table, refreshing pivot table data, filtering information in a pivot table, formatting pivot table data, creating and using a slicer, formatting a slicer, creating and using a timeline, using recommended pivot tables

Lesson Six: Using the VLOOKUP function, inserting an embedded object into a spreadsheet, inserting a linked object into a spreadsheet, using paste special to create a link between programs, linking Excel workbooks, using the scenario manager, setting up data tables

Lesson Seven: Protecting worksheet cells, applying and removing passwords, setting file properties, sharing workbooks, merging workbooks, tracking changes, accepting or rejecting changes, using the Document Inspector, marking a workbook as final

Lesson Eight: Using statistical functions: COUNTA, COUNTBLANK, COUNTIF, using text functions: PROPER, UPPER; LOWER, TRIM, LEFT, MID, RIGHT, CONCATENATE, using financial functions: PV; NPV; RATE, using nested functions.

AIMS AND OBJECTIVES

Microsoft Excel training moves to another level with this course which takes you on to an advanced level.

On successful completion of this course, you will be in a position to take the City & Guilds Spreadsheet Processing Techniques Intermediate exam, as well as the Microsoft Office Specialist test (MOS) and ECDL Advanced (Spreadsheets) exam.

PRE-REQUISITES

To get the most out of this course, you will need to have completed our Excel course or have the equivalent experience of this popular software.

CAREER PATH

Advanced Excel skills can be especially useful for anyone working with the Accounting and Finance industry. If you're working as a Finance Team leader or Accounts Assistant, in-depth knowledge of this programme could save a vast amount of time. Other jobs where possession of advanced level excel skills would be advantageous are PA, EA, VA type roles.

COURSE DURATION: 18-20 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 19

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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