



## Overview

This course is designed to familiarise competent users of Microsoft Excel in the lesser utilised areas of Excel. It covers the fundamental knowledge and skills needed to create more sophisticated models and workbooks and tackle the issues arising from this.

## Who should attend?

Anyone who wishes to be adept and get the most out of Microsoft Excel by using its advanced functionality.

## Requirements

Delegates wishing to attend this course must;

- Have attended the Microsoft Excel advanced course or be familiar with the advanced course topics.

## Aim

By the end of this course you will be able to manipulate data sets, locate specific data in a table, consolidate data and create single formulas to aggregate a series of data.

## What will I learn?

**In particular, you will be able to:**

- Import data outputted from differing systems, tidy, amend and query.
- Use lookup and reference functions to simplify finding specific entries in a data table
- Summarise and report results from data on separate worksheets or workbooks and easily update and aggregate

- Work with array formulas on a series of data values to aggregate them using SUM(), AVERAGE(), or COUNT(), to return a single value in a single cell.

## Timetable

### Session 1

- Import data from differing file formats and use the text columns feature
- Use text functions to manipulate strings of information
- Advanced filtering using multiple criteria and logic options

### Session 2

- Apply the INDEX(), MATCH() functions to perform a matrix lookup
- Use the INDIRECT(), CHOOSE() and OFFSET() functions

### Session 3

- Consolidate data by position and category
- Create dynamically named ranges
- Build database functions with set criteria

### Session 4

- Key concepts in creating and editing an array formula
- Use Excel's built-in array formulas



## Next step:

To find out more about this course and any others, call **020 8203 1774** or visit [www.theittrainingsurgery.com](http://www.theittrainingsurgery.com)