

## Excel Power Up: Master Lookups, charts & advanced techniques

### Looking to take your Excel skills to the next level?

This intermediate course from The IT Training Surgery equips you with powerful data analysis, visualisation, and automation techniques.

### Who Should Attend?

This course is ideal for confident Excel users who want to:

- Summarise and analyse data across spreadsheets.
- Craft impactful charts and visualisations.
- Automate tasks and improve workflow efficiency.

### Prerequisites:

- You should be comfortable with creating simple formulas and using absolute cell references.

### Boost Your Excel Expertise:

Our expert trainers will guide you through interactive sessions covering:

#### 1. Mastering Data Lookups:

- Simplify formulas: Learn to name cells and ranges for easier creation and troubleshooting.
- Advanced LOOKUP functions: Utilise XLOOKUP for versatile data retrieval and nesting for complex cross-referencing.
- Conditional statements: Combine AND/OR functions with IF statements for multi-condition testing.

#### 2. Visual Storytelling with Charts:

- Charting terminology: Gain a solid understanding of series, objects, and legends.
- Create and customise charts: Effortlessly create, format, and modify column, pie, and combination charts.
- Advanced chart features: Add trendlines and sparklines and customise layouts for impactful presentations.

#### 3. Efficient Data Management:

- Auditing & Error Checking: Exploit formula tracing, error-checking tools, and conditional formatting.
- Data cleaning & organisation: Master sorting, filtering, grouping, and data validation techniques.
- PivotTable Power-Ups: Explore advanced calculated fields, custom items, and grouping/outlining.

#### 4. Automation & Scenario Planning:

- Macro Magic: Record and assign macros to automate repetitive tasks.
- What-If Analysis: Utilise scenario manager and Goal Seek to explore different outcomes and find optimal solutions.

Ready to unlock these powerful Excel features?

### Choose your learning format:

- Face-to-face: Enjoy personalised interaction with our trainer.
- Live online learning: Learn from the comfort of your own location.

Contact The IT Training Surgery today!