



## Excel Advanced

This is the ideal follow-up after the basic course. Learn about more advanced features. This course is a must if you need to work with large amounts of data in Excel. We will show you how to handle large spreadsheets, so that the most important data is always visible. There is also a very handy function to create subtotals with only a couple of mouse clicks. Learn how to organize your data with Pivot tables. Finally, test drive the advanced chart features.

**Course objective:** To work efficiently with Excel in order to save time

**Prerequisites:** Basic knowledge of Excel

**Length:** 1 Day

### Topics:

- Tips and Tricks
  - Adjusting the quick access toolbar
  - The correct setup of functions
  - The fastest way to copying functions
  - Absolute versus relative cell references
- Working with large spreadsheets
  - Freeze information on the screen
  - Print titles and print areas
  - Setting a page break
  - The new layout view
  - Filtering and sorting data
- Preparing your data
  - Remove duplicates
- Creating subtotals with a couple of mouse clicks
  - Creating a chart with only the subtotals
- Pivot-Tables
  - How to set up a Pivot-Table
  - Customizing your Pivot-Table
  - Create new fields (e.g. for calculations)
  - Creating views by month, quarter and years
- Data Validation
  - List for entering data
- Sheet Protection
  - Cell protection
- Vlookup-Function
- Consolidating your data
- Working with conditional formats
- Advanced Charts
  - Advanced chart options
  - Charts with a secondary axis
  - Chart templates