

# Microsoft Excel 2021 Advanced

**Duration: 1 Day**

This course has been designed for regular Excel users who would like a better understanding of the analysis tools available and some advanced functions.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## Review

- Conditional formatting
- Absolute references
- Named ranges
- Statistical functions
- Using the function wizard
- Adding buttons to the Quick Access Toolbar

## Logical Functions

- Basic If functions / Iifs
- Nested If functions
- And, or, not functions

## Lookup Functions

- Vlookup / Hlookup
- Xlookup

## Data Validation

- Setting up validation for inputs
- Using data validation
- Using data validation to test existing data
- Creating a drop-down list

## Pivot Tables

- Creating and using pivot tables
- Formatting pivot tables
- Editing / Refreshing
- Slicers
- Timelines
- Pivot charts
- Recommended pivot tables

## Templates

- Creating a template
- Where to store a template
- How to access a template
- Editing and deleting templates

## Macros

- Creating a basic macro
- Storing a macro
- Running macros from toolbar buttons
- Relative vs absolute macros
- Managing Macros
- Managing the personal macro workbook