



**PST TRAINING (PTY) LTD**

# PST Training (Pty) Ltd

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## MS Excel (Advanced)

### Overview

This one-day course is designed to help a delegate develop spreadsheets using more advanced functions and formulas.

### Objectives

- Working with Tables
- Creating PivotTables
- Grouping dates in a PivotTable
- Using the VLOOKUP, HLOOKUP and IF Functions
- Using the PMT, FV functions and using What-if-Analysis
- Recording Macros
- Importing and Export data
- Templates
- Sharing Workbooks
- Conditional Formatting

### Course Prerequisite

MS Excel (Intermediate)

### Language of Delivery

English

### Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

### Who should attend?

Any delegate wanting to develop their skills in using Microsoft Excel to design spreadsheet solutions and use tools for creating and formatting more complex spreadsheets, that solve more difficult problems.

### Course Outline

This course consists of the following 6 modules	
<b>Module 1</b>	Pivot Tables; Convert Data into Excel Tables; Insert a Table; Introduction to PivotTables; View Source Detail Information; Summary Functions; PivotTable Default Summary Function; Group Data; Remove Subtotals; Remove Grand Totals; Report Layouts; Format a PivotTable; Update & Refresh Data; Present Data with Pivot Charts; Filter using Slicers; Filter using Timelines
<b>Module 2</b>	The VLOOKUP Function; The VLOOKUP FALSE; The VLOOKUP TRUE; The HLOOKUP Function; Logical Functions; IF Function; Nesting IF Functions; Nesting VLOOKUP with an IF Function; Financial Functions; The PMT Function; The FV Function
<b>Module 3</b>	What-If Analysis Tools; Data Tables; One-Variable Data Tables; Two-Variable Data Tables; The Goal Seek Feature; Scenario Manager; Solver; Install the Solver Add-In; Understand Solver; Forecasts; Use the Forecast Sheet; Forecast Options
<b>Module 4</b>	Macros; Where to Create Macros; Unhide & Hide the Personal Macro Workbook; Assign a Macro to the Quick Access Toolbar; Attach Macros to Shapes; Save an Excel Workbook with Macros
<b>Module 5</b>	Import & Export Data; Import Access Data; Import Web Data; Import Text Data; Web Pages; Publish A Worksheet to The Web; Audit Workbooks/Worksheets using Excel's Auditing Tools; Trace the Flow of Data & Formulas; Use the Error Checking; Tracing Errors; The Watch Window; Add & Remove Cells to/from The Watch Window; Share Workbooks; Review Changes
<b>Module 6</b>	Templates; Create & Save Workbook Templates; Open a Copy of a Template; Conditional Formatting (Highlight Cells Rules, Top; Bottom Rules, Data Bars, Color Scales, Icon Sets)

### Additional Information

<b>Duration</b>	1 Day	
<b>Includes</b>	<ul style="list-style-type: none"> <li>• Comprehensive Manual</li> <li>• Lunch &amp; Refreshments (not applicable to on-site training)</li> <li>• Electronic Certificate (on successful completion of the course)</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic Trainer Feedback Report</li> <li>• Electronic Delegate Feedback Questionnaire</li> </ul>