

# ComSkills Training Service

## Advanced Excel for Professional



### Course Description

This Advanced Microsoft Excel, will teach you to use the advanced features of Excel. Whether you need to learn the skills for work, fill the gaps in your CV or simply fancy learning something new, this Excel course is perfect.

Our Excel Expert trainers will show you how to input data, to do simple calculation as well as report & analysis and this will help you master excel and do better in your daily routine. They will guide you through activities that illustrate how to work with excel and simple functions efficiently and easily

**fee:**  
Tshs.350,000/= per Delegate

**Time:**  
20 hrs

### Target Audience

Experienced user, who want to upgrade the knowledge and skills of excel

### Pre-requisites

comfortable working in the Windows® environment & Completed Basic & Intermediate course

### Training method available

Open enrolment  
Onsite

## Course Detail

### Review Exercise Labels & Names

- Names In A Worksheet
- Names In New Formulas
- Names for Constants
- Names To Existing Formulas

### Pivot Table

- Creating a PivotTable from Multiple Data
- PivotTable from Multiple Local Source
- PivotTable from an External Data Source
- Prepare Data
- External & Local Data

### Working with imported text data

- CLEAN, CONCATENATE, DOLLAR, EXACT, FIND/SEARCH, LEFT/RIGHT/MID, LEN, LOWER/UPPER/ PROPER, REPLACE, T, TEXT, TRIM, VALUE

### Logical Functions

- Understanding Logical Functions
- Using IF for Text, Value & Nested IF
- Using AND, OR, NOT, SUMIF, COUNTIF

### ANALYZING DATA USING PIVOT

- Summarize PivotTable Data
- Organize PivotTable Data
- Filter PivotTable Data
- Format a Pivot a PivotTable
- Refresh and Change PivotTable

### Data Consolidation

- Understanding Data Consolidation
- Consolidating Data with Identical Layouts
- With Different Layouts
- Sensitivity and Scenario analysis

### Summarising DATA-1

- Summarizing Data Features
- Subtotaling List
- Creating Nested Subtotal
- Copying Subtotals

### Data Validation

- Number Validation
- Conditional Data Validation
- Message Prompts and Alerts
- Data Validation Errors
- Data List Validation

### VBA IN EXCEL

- Introduction to VBA
- Excel Macros
- Explanation of the Object Model
- Introduction to the VBA Editor

### Lookup Functions

- Understanding Data Lookup Function
- Using CHOOSE
- Using VLOOKUP, HLOOKUP
- Using VLOOKUP For Exact Matches
- Matches & INDEX
- Error trapping: ISERROR, ISTEXT

### Array Functions

- An Array Formula
- Array Functions
- FREQUENCY
- TRANSPOSE
- Single Cell or Multiple Cell Arrays
- Single Cell Array Functions

### Security Issues

### Comprehensive Class Exercise Course Wrap-up & Discussion

**Note: For a full and detailed proposal please call or send us email.**