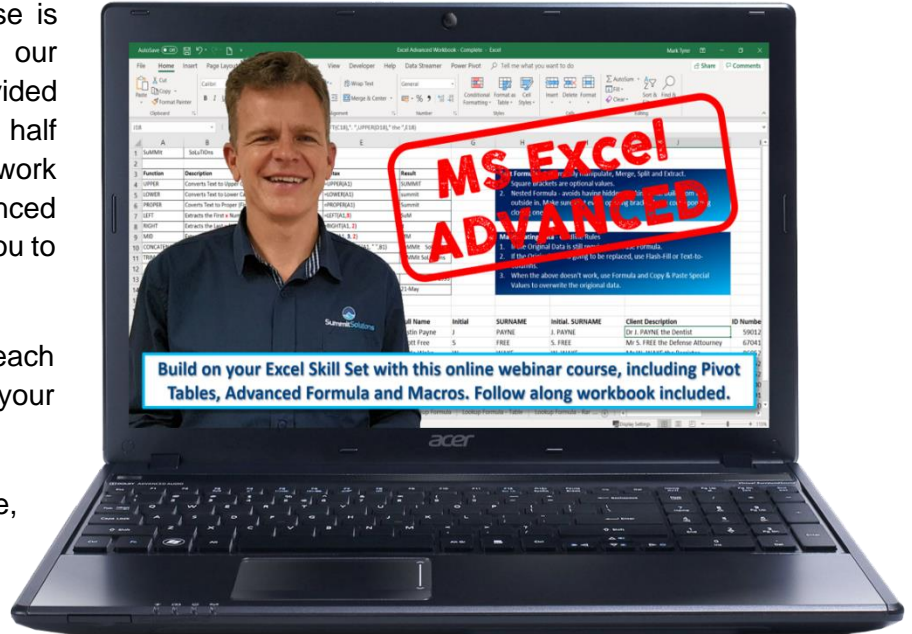# SummitSolutions

Excel Advanced Webinar Training Course

Our Excel Advanced Webinar Course is effectively the online equivalent to our public 2-day Advanced course. Divided into 6 weekly sessions of one and half hours each, we systematically work though our downloadable Advanced Course Workbook which will enable you to follow along during the Webinar.

A summary Task at the end of each session will then enable you to put your newly acquired skills to the test!

The Webinar is fully interactive, meaning that you will be able to ask questions or post comments during and after each session.

Build on your Excel Skill Set with this online webinar course, including Pivot Tables, Advanced Formula and Macros. Follow along workbook included.

In addition, each Webinar will be recorded and made available to all Participants for download. This will enable you to catch up on any missed sessions or revisit a section that you may need a refresher on.

Pre-requisites: To have attended or be familiar with the course content of our Excel Essentials Webinar Course and score at least 25 on our free online Pre-Assessment.

Session 1

- **Key Essentials** - Brief Recap on some Key Principles that are often overlooked such as the default behaviour of Text, Numbers & Dates, Auto-formats and Number façades.

- **Spreadsheet Integrity –** Looking at all the key aspects to ensure Data Integrity within your Spreadsheet and Key Tools and methods to check, troubleshoot, verify and validate. Points covered include: Partial Dates, Formula Auditing, Empty cells vs Zero values, Excels Golden Rules, Running Totals, Audit Trails, Data Ranges and Rounding.

- **Cell references –** The difference between Absolute, Relative and Mixed cell referencing. Using a Mixed cell references to create a 2-dimentional formula array.

- **Forecasting –** Taking out the guess work by using Goal Seek to find input values for a desired formula result. Introduction to the Solver Plugin which caters for multiple parameters.

Session 2

- **CSV Export and Import** – Highlighting the importance of the Decimal, Thousand Separator and Date formats when working with csv files. The difference between the New and Legacy Import Wizards and resultant Data Connection.

- **Merging and Splitting Data** – Using Formulas, Flash Fill and Text-to-Columns (Delimited and Fixed Width) to Split and Merge Data.

Session 3

- **Text Formula –** Using Text Formulas to dynamically Manipulate and Extract Data while introducing the concept of nested formulas. CONCAT, PROPER, UPPER, LEFT, RIGHT, MID, TRIM, LEN, REPT, SEARCH, FIND, NUMBERVALUE

- **Logical Formula –** Introduction of AND & OR in conjunction with IF to cater for multiple conditions, as well as the use of IFERROR to hide known errors.

- **Date Formula –** A wide variety of Formula that enables one to compute with dates. E.g. Extract Date Components, Group Dates or find the number Working Days between two Dates. YEAR, MONTH, DAY, WEEKDAY, WEEKNUM, EDATE, EOMONTH, TODAY, YEARFRAC, NETWORKDAYS.

Session 4

- **Lookup Formula –** Explorer the many different variations of VLOOKUP formula and their Advantages and Disadvantages. Plus, the introduction to INDEX-MATCH as an alternative to VLOOKUP and the power of using an Approximate Match to categorise Data.

- **Maths Formula –** Using Maths Formula to Summarize and Aggregate Data. SUM, COUNT, COUNTA, ~~SUMIF~~, COUNTIF, SUMIFS, COUNTIFS. (Find out why SUMIF has a line through it!)

- **Structured Cell References –** Why does E2 in the Totals Columns of a Table reference as [@Totals]? We answer this question and look deeper into the benefits and a few frustrations of working with Tables and Structured Cell References.

Session 5

- **Data Validation and Worksheet Protection –** Best methods to prevent incorrect data entry, including lookup lists and in cell dropdowns.

- **Conditional Formatting –** Recap of the basics plus the introduction of using Formula and Mixed Cell References to highlight entire rows as well as having multiple Formats on the same Data Range.

Session 6

- **Pivot Tables and Pivot Charts –** Includes a brief recap on Pivot Table basics, plus details on the many ways to summarize Data (Sum, Average, Percentage of etc) as well as using Calculated Fields to avoid averages of averages error. Create multiple pivot Dashboard by linking Slicers and Timelines as well as exploring the differences between using Formula and Pivots to create Reports and the pros and cons of each.

- **Excel Automation Intro –** Sneak Peek at the timesaving world of Macros (VBA) and Power Query to automate your repeatable tasks.

excel (verb) - be exceptionally good at or proficient in an activity or subject.
May this be the course that enables you to Excel.