microsoft excel
Advanced

PROGRAM OVERVIEW:

This course is designed to introduce higher-level Excel tool-set functionality and take intermediate-level users to the power-user level. Not only does the course introduce a host of new Excel tools and functions, but it also expands on the functionality of intermediate-level tools, adding powerful complimentary functions that make Excel jump, including the newly released XLOOKUP function.
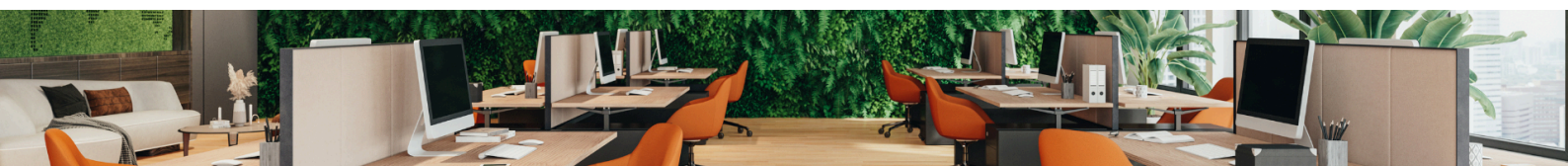
In addition, we look at the macro/VBA side of Excel, when we not only record, run and modify macros, but introduce participants to the principles of event-driven programming.

KEY LEARNING OUTCOMES:

- Understand the full functionality of the XLOOKUP function, and how to apply its in-build
- tools to perform reverse-order searches, error-message generation and wildcard searches
- Learn how to automate your spreadsheets using macros and gain an understanding of
- VBA code and event-driven programming
- Understand how to manipulate complex text strings to extract valuable text-string subsets using a variety of text functions
- You'll learn advanced conditional formatting techniques, including highlighting entire data rows
- Learn to create dashboard-type interfaces using Controls, including spin buttons, list boxes, check boxes and scroll bars

DURATION:

- 1x day
- Customisation and timeframes can be adjusted according to each group.

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TOPICS:

XLOOKUP
- Using XLOOKUP for exact and range matches
- Creating exact match error messages
- Using named ranges with XLOOKUP
- Returning multiple values from 1 formula
- Searching from last to first
- Using multiple cell lookup values
- Using Wildcard searches for single and multiple fields
- Returning row/column intersection results

Text Functions
- TEXTJOIN
- CONCATENATE and free-form concatenation
- Using the TEXT function for numbers and dates
- UPPER, LOWER and PROPER
- Converting text to columns
- Using TRIM with text and numbers
- LEFT, RIGHT and MID
- LENGTH and SEARCH
- SUBSTITUTE

Database (D) Functions
- DSUM and DCOUNT
- DAVERAGE and DMAX
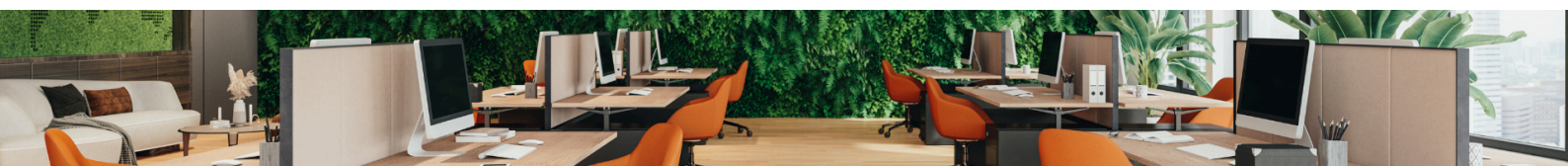- DMIN and DGET

Advanced Conditional Formatting
- Using Conditional Formatting to identify weekdays
- Using Conditional Formatting with working hours
- Using Conditional Formatting to highlight rows
- Highlighting duplicate cells and rows
- Highlighting column differences

Advanced VLOOKUP
- Automatically incrementing column numbers using COLUMN and MATCH
- Using Wildcard searches
- Finding matches and mismatches between columns
- Using text functions to deal with data mismatches

Information Functions
- ISBLANK
- ISERR and ISERROR
- ISNUMBER and ISTEXT
- ISODD and ISEVEN

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Importing Data and Fixing Data Errors

- Importing Data from an external database
- Converting CSV data to columns
- Solving issues when converting CSV data to columns
- Using IF, TRIM, SUBSTITUTE and VALUE
- Removing ASCII and ANSI characters

Controls

- Overview of integrating control-based user tools into spreadsheets
- Using Spin Buttons and List Boxes
- Using Check Boxes and Combo Boxes
- Using Scroll Bars, Option Buttons and
- Group Boxes

Additional Functions

- SUMIF and COUNTIF
- SUMIFS and COUNTIFS
- Using SUMIF with concatenation
- ROUND, ROUNDUP and ROUND-DOWN functions
- Using INDIRECT to simplify calculations

Date and Time Calculations

- Date calculation basics
- Using TODAY and NOW
- Using NETWORKDAYS
- Using NETWORKDAYS.INTL
- Using WORKDAY
- Using DAY, MONTH and YEAR
- Using WEEKDAY, EOMONTH and DATEDIF
- Calculating durations within 1 day
- Calculating durations greater than 1 day

Macros and VBA Introduction

- Understanding Excel macros
- Recording and running a macro
- Relative references in macros and why we need them
- Assigning a macro to the toolbar, ribbon and on-sheet buttons
- Deleting & Copying Macros
- Viewing & editing a macro in the VBA code editor
- Creating event-driven macros

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