Cornwall Computer Training

Excel Advanced
Objectives for a One-day Course (6 hours)

Nesting IF

- The IF Function (Review)
- Nesting IF with basic functions
- Nesting IF with IF
- IFS function (365 onwards)
- Nesting IF with AND and OR

Introduction to PivotTables and PivotCharts

Popular Lookup Functions

- LOOKUP, HLOOKUP and VLOOKUP or
- XLOOKUP and Dynamic Array Formulas such as UNIQUE, SORT, FILTER, SORTBY (365/2021 only)

Advanced Conditional Formatting

- Editing Rules
- Using formulas with Conditional Formatting

Information Functions

- Especially ISBLANK
- Also, IFERROR (Logical Function)

Recording Basic Macros

- Activating the Developer tab
- Macro Security
- Keyboard shortcuts and buttons
- Introduction to Visual Basic for Applications (VBA)

Scenarios

Options

- **Advanced Charts**
  - Secondary Axes, Trendlines and Forecast worksheets (2016 onwards)
- **Advanced Filters**
- More **Lookup Functions** (CHOOSE, INDEX, MATCH, INDIRECT)
- **Array Formulas** (pre Excel 365)
- More on **Dynamic Arrays** (Excel 365)
- More on **XLOOKUP** (Excel 365)
- Financial Functions (such as PMT, FV, NPV, EFFECT and more…)