



## Microsoft Excel Training – Level 4 Course Contents - Duration: 1 Day

### What we will learn:

#### **Naming Cells and Ranges**

Correctly create named cells and use names in formulas accurately

#### **Advanced features of Excel Analysis Tables**

Using Excel Tables to analyse data  
Using implicit names automatically generated by Tables

#### **Concatenation**

In a single cell, accurately string together cell values, text, and formulas into a single value

#### **Working with Advanced Pivot Tables**

Creating Dashboards using Slicers  
Consolidate Data using a PivotTable  
Create Calculated Items  
Create Calculated Fields  
Create a PivotChart reports  
Creating “Flattened” Pivots  
Unpivoting data

#### **Brief Overview of Power Query**

How you can clean and transform data prior to analysing it

#### **Working with Arrays**

Use Array Formulas to analyse data stored in a range of adjacent cells

#### **Advanced Use of Names**

Use names as “constants” and in complex formula work  
Use Names to simplify formulas  
Use Scope to duplicate names

#### **Nesting Functions**

Nest functions by accurately putting one function inside another so that you can “customise” functions

#### **Advanced Function Workshop**

Workshop session using a choice of challenging functions e.g.:- strong>And, Or, Match, Index, Indirect, Text Functions, Date Functions, IFERROR

#### **Brief Overview of Power Pivot**

How you can use the Data Model to create Pivot Tables for multiple data sources

#### **Advanced Use of Conditional Formatting**

Use conditional formatting to compare data ranges  
Use functions within conditional formatting  
Format entire rows of data rather than single cells