

## Digital Skills

# Microsoft Excel – Advanced

## Course Details

### Price

£215.00

### Length

Half day (09:00-13:00)

## Course Overview

This half-day course is designed to assist those wishing to build upon their knowledge of Microsoft Excel.

## Course Content

### Complex IF Statements

- Using the IF Statement combined with AND, OR and nested IF arguments to solve various scenarios including situations where multiple criteria is involved
- Combining the power of the IF function with the SUMIF & SUMIFS with the ability to calculate totals based on single or multiple criteria

### Protecting Data

**Flexible learning that works for you**

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- Protecting important cells within your worksheet e.g. formulas, static data, formatting etc to prevent them from being overwritten

### Grouping and Subtotalling

- How to categorise your data as Groups thereby allowing calculations or printing of just certain groups of data
- Using the Subtotal command to create a hierarchy of groups, known as an outline, to help organize your worksheet. It will also calculate common functions like SUM, COUNT, and AVERAGE to help summarize your data

### Pivot Tables and Charts

- Discovering the full functionality of Pivot Tables and making them work for you
- Compiling comprehensive Pivot Charts
- Compiling a Pivot Table for an Excel novice to analyse your data using Slicers
- Creating and enhancing Pivot charts

## Benefits

This course will equip delegates with a sound advanced level knowledge of Excel and is the third of our Excel series, the others being Excel Beginners, and Excel Intermediate.

## Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via [admin@gta.gg](mailto:admin@gta.gg) or call us on 01481 721555.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

# Course Tutor

## Tonia Meakin

Digital Skills Lecturer at The Guernsey Institute. With over 20 years of experience across various roles in the IT industry, she has a real passion for teaching and upskilling. Specialising in Microsoft, she can provide you with the knowledge and confidence to succeed with technology, regardless of your current skill level.