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Course information from ZandaX

Microsoft Excel 2013/2016 Advanced

A premier Microsoft Excel Data Analysis training course from ZandaX

Course duration: 2 hours 20 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Grouping & Outlining and Subtotals
 - ★ Understand how to Outline, Group and apply SubTotals to summarise a spreadsheet
- ✓ What-If Analysis
 - ★ Demonstrate usage and understanding of Goal Seek, Scenario Manager and Solver tools
- ✓ PivotTables
 - ★ Summarise and present data effectively by adding and customising Pivot Tables
- ✓ Charting Pivoted Data
 - ★ Demonstrate the use and customisation of Pivot Charts to enhance data summary
- ✓ Advanced Excel Tasks
 - ★ Understand and file sharing functions, create special lists and add hyperlinks
- ✓ Creating HLOOKUP and VLOOKUP Functions
 - ★ Understand and use Vlookup, HLookup and Lookup Functions to retrieve data with
- ✓ Introduction to Macros in Excel
 - ★ Create basic Macros and use VBA and produce simple procedures

What does our Excel 2013/2016 Advanced course cover?

Take Your Data Analysis Skills to a New Level

If you have a solid understanding of the basics, and working with functions, formulas and the like, this course will take you into the world of data analysis.

You learn how to retrieve and analyze large data sets, and how to automate processes with simple macros

Everything is clearly explained, but you should be very familiar with the subjects in the Introduction and Intermediate courses.

This Microsoft Excel Data Analysis skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Excel data analysis skills?

Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction and Intermediate courses.

Who's this course for?

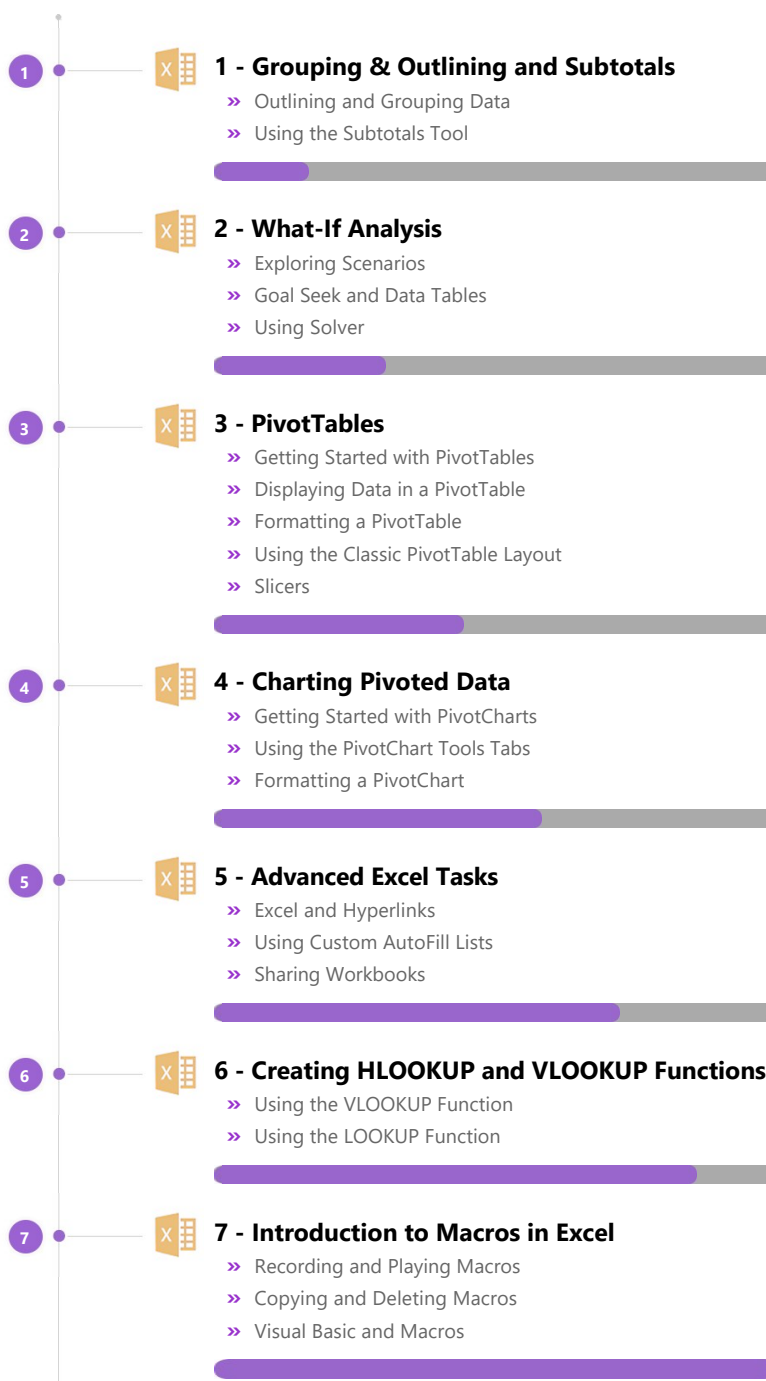
This course has been designed for users with a good understanding of Microsoft Excel who want to expand on their capabilities in a short space of time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Excel 2013/2016 Advanced



And There's a Great Workbook...

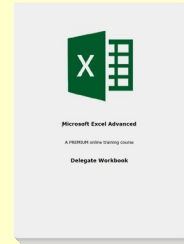
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Excel 2013/2016 Advanced course

Get the Advanced Data Analysis Tools You Need

Are you ready to take your work from good to downright impressive?

You learn about Grouping, Outlining and Subtotals, and how to use What-If Analysis, Pivot Tables and Pivot Charts.

Then we introduce you to HLOOKUPS and VLOOKUPS, and finish with an introduction to Macros which will make your spreadsheets FLY!

You will now be able to produce spreadsheets that not only display your data, but analyse and play tricks with it too...

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject. The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/excel-advanced to view the latest details, including related courses, prices and quantity discounts.

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