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Course information from ZandaX

Microsoft Excel 365 (2021) Advanced

A premier Advanced Microsoft Excel training course from ZandaX

Course duration: 10 hours of comprehensive content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Course Introduction
- ✓ Dynamic Arrays
- ✓ Advanced Lookup and Reference Functions
- ✓ Statistical Functions
- ✓ Math Functions
- ✓ New Functions - LET and LAMBDA
- ✓ Advanced PivotTables and Pivot Charts
- ✓ Form Controls
- ✓ Working with Power Query
- ✓ Forecasting
- ✓ Macros and VBA
- ✓ Practical Excel - Advanced Formulas

What does our Excel 365/2021 Advanced course cover?

Take Your Excel Skills to New Heights

This course is designed for people who have intermediate-level knowledge of Excel and are looking to build on those skills.

It's also great for anyone who's moving up from an older version of Excel.

It will also enable you to tackle problem-solving differently and combine Excel's many functions to complete practical tasks more quickly and effectively.

This Advanced Microsoft Excel 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 completely interactive 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 advanced Microsoft Excel 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.

Course content for Microsoft Excel 365 (2021) Advanced

1		1 - Course Introduction <ul style="list-style-type: none">» Course Introduction	
2		2 - Dynamic Arrays <ul style="list-style-type: none">» What are Dynamic Arrays?» Introduction to Spills and Arrays» Extract and Count Unique Entries» Unique vs Distinct» Extract Unique Values with Multiple Criteria» Extract Unique Values by Column» The SORT and SORTBY Functions» Simple SEQUENCE and Unstacking Records» The FILTER Function» Using RANDARRAY and RANDBETWEEN to Randomize Data» Using XLOOKUP to Perform Complex Lookups» Using XMATCH	
3		3 - Advanced Lookup and Reference Functions <ul style="list-style-type: none">» Performing 2-Way Lookups» Using the CHOOSE and SWITCH Functions	
4		4 - Statistical Functions <ul style="list-style-type: none">» Using MEDIAN, MODE.SNGL and MODE.MULT» Using LARGE and SMALL» Ranking Data with Sorting using RANK.EQ and RANK.AVG» The COUNTBLANK Function	
5		5 - Math Functions <ul style="list-style-type: none">» Rounding Values using ROUND, ROUNDUP and ROUNDDOWN» Specialized Rounding (MROUND, CEILING.MATH and FLOOR.MATH)» Using the AGGREGATE Function	
6		6 - New Functions - LET and LAMBDA <ul style="list-style-type: none">» The LET Function» The LAMBDA Function	
7		7 - Advanced PivotTables and Pivot Charts <ul style="list-style-type: none">» Creating a Custom PivotTable Style» Applying Custom Number Formatting» Sorting Using Custom Lists» Applying Multiple Filters to Data» Adjusting Slicer Settings» Locking Workbooks but not Slicers» Creating a Calculated Field» Creating a Calculated Item» Solve Order» GETPIVOTDATA» Using GETPIVOTDATA - Dependent Data Validation Lists» Creating a Dynamic Pivot Chart Title» Adding a Dynamic Series to a Pivot Chart» Adding Totals to a Stacked Column Chart	

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8 - Form Controls

- » Introduction to Form Controls
- » Combo Box - Select from a List
- » Check Box - Check/Uncheck Option
- » Option Button - Choose an Option
- » Spin Button - Move Up and Down a List
- » List Box - Select from a List of Items
- » Scroll Bar - Scroll Through a List

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9 - Working with Power Query

- » Power Query Overview
- » Importing Data Using Get and Transform
- » The Power Query Editor
- » Combining Files
- » Transforming Files
- » Loading Files into Excel

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10 - Forecasting

- » Getting Forecast Data with FRED
- » Creating a Linear Sales Forecast
- » Creating a Sales Forecast with Seasonality
- » Adding Confidence Levels
- » Using Forecast Sheets
- » Using Forecast Sheets

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11 - Macros and VBA

- » Using Macros to Automate Tasks
- » Using Macros to Automate Tasks
- » Recording, Saving and Running Macros
- » Recording, Saving and Running Macros
- » Recording a Macro with Relative Referencing
- » Recording a Macro with Relative Referencing
- » Multi-step Macros
- » Multi-step Macros
- » The VBA Editor
- » The VBA Editor
- » Assigning Macros to Buttons
- » Assigning Macros to Buttons
- » Creating a Custom Macro Ribbon
- » Creating a Custom Macro Ribbon

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12 - Practical Excel - Advanced Formulas

- » Finding the Last Occurrence of a Value
- » Finding the Last Occurrence of a Value
- » Finding the Closest Value
- » Finding the Closest Value
- » Extract Data from the Middle of a String
- » Extract Data from the Middle of a String

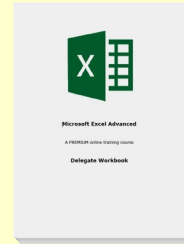
And There's a Great Workbook...

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 365 (2021) Advanced course

Get the Advanced Data Analysis Tools You Need

The course takes advantage of the latest updates from Microsoft including the game-changing LET and LAMBDA functions. These exciting functions allow students to create their own variables and even their own Excel functions.

You'll be introduced to six brand-new dynamic array functions, learn how to build advanced Excel formulas, analyse data with advanced PivotTable skills, create macros to automate tasks, import and clean data with Power Query, forecast data, and so much more!

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.

You also get a comprehensive workbook, with exercises that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/excel-365-advanced to view the latest details, including related courses, prices and quantity discounts.

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