



**MICROSOFT EXCEL
HALF DAY SESSIONS**

**EXPERT PIVOT TABLES &
EXPERT ADVANCED
FORMULAS**

MICROSOFT EXCEL

Expert Pivot Tables

Course Code: ITS07A

Duration: Half Day (3 Hours)

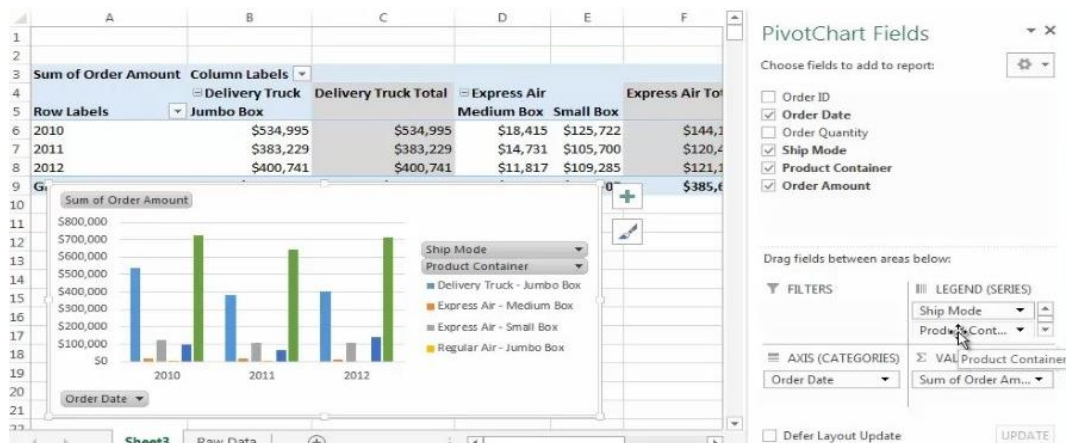
Pivot tables are one of the most powerful features in Excel; this powerful feature cuts the time you spend on formulas in half by easily calculating, summarizing, and analysing data. This 3-hour session is the next step after our Stage 2 Intermediate or Stage 3 Advanced full day Excel courses.

In this course you will learn how to import data into Excel to be able to create a Pivot Table or Pivot Chart. Also, the course helps and shows you techniques of how to prepare the data by using combined text and date formulas, allowing the data to be grouped and summarized in a Pivot Table or Pivot Chart.

Course Contents:

- Drag & Drop Fields
- Refreshing Data
- Formatting Error Values and Empty Cells
- Show Pages: Automatically splitting up data to individual sheets
- Grouping fields by month and year
- Calculating data as a percentage of the total
- Using Slicers
- Applying Conditional Formatting to PivotTable data
- Creating calculated fields
- Using Combined Text and Date formulas to group Data
- Dashboard; Formatting Multiple Pivot tables on One Sheet
- Show Values As: Percentage, Min, Max, Average & Count
- Tips & Tricks Mastering Pivot Tables

Example:



MICROSOFT EXCEL

Expert Advanced Formulas

Course Code: ITS07B

Duration: Half Day (3 Hours)

There are so many useful and unused formulas in Excel that can solve many of your spreadsheet problems.

This 3-hour session is the next step after our Stage 3 advanced full day Excel course. This course will teach and show you how to use and create combined formulas allowing you to master this amazing program. Creating Validating lists is a brilliant and very easy solution to use within Excel, the problem can be how to show a list a different set, i.e. if you choose from list1 "Make", the second list "Model" should only show models relating to the list 1 selection. Make; Porsche - Model: 911, 718, Taycan.

Combined H & V Lookup is a great formula that is covered in the full day Advanced course, however in this course we show other formulas i.e. Index Transpose, Match, Xlookup that might work better especially if the first column or row does not hold the unique reference you're trying to match. When you need question or group data, mastering the range of IF Statements is one of the great benefits of this course. Using Advanced Form Rippon and creating Dropdown Lists, Spinners and with assigned tick boxes can take your spreadsheet to the database level, all whilst staying within Excel.

Course Contents:

- Mastering Combined Formulas
- Lookup & Reference: INDEX | INDIRECT | MATCH | TRANSPOSE | LOOKUP | VLOOKUP | HLOOKUP | XLOOKUP | XMATCH
- Date Formulas: DATE, TODAY | WEEKNUM | DAY | MONTH | YEAR | WORKDAY
- Time: HOUR | MINUTE | SECOND | TIME VALUE
- Mastering Forms: SPINNERS | TWISTER | DROPDOWN
- Logical Formulas: IF | NESTED IF STATEMENTS | IF ERROR | IFNA | IFS SWITCH
- Text Formulas: LEN | LEFT | RIGHT | FIND | EXACT | SEARCH | SUBSTITUTE | VALUE
- VBA: Introduction to VBA Formulas and creating Loops

Example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Company Plan														
2															
3	27/10/2015														
4															
5	Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
6															
7	ProductA	2300	2369	2440.07	2513.272	2588.67	2666.33	2746.32	2828.71	2913.571	3000.978	3091.008	3183.738	32641.67	
8	ProductB	2750	2777.5	2805.275	2833.328	2861.661	2890.278	2919.18	2948.372	2977.856	3007.634	3037.711	3068.088	34876.88	
9	ProductC	4400	4312	4225.76	4141.245	4058.42	3977.252	3897.706	3819.752	3743.357	3668.49	3595.12	3523.218	47362.32	
10	Total	9450	9458.5	9471.105	9487.845	9508.751	9533.86	9563.207	9596.834	9634.784	9677.103	9723.839	9775.044	114880.9	
11															
12															
13															
14															
15	Product	ProductA			2300				=VLOOKUP(C15,A7:M9,2,FALSE)						
16	Month	Sep			10				=HLOOKUP(C16,B5:M6,2,FALSE)						
17	Total	2913.571							=IF(OR(C15="",C16=""), "", VLOOKUP(C15,A7:M9,HLOOKUP(C16,B5:M6,2,FALSE),FALSE))						