Wise Owl Training

Excel Advanced

2 day training course

Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Advanced IFs

- Revision of single IFs
- Nesting =IF
- =IFS and =SWITCH

Lookup functions

- The XLOOKUP function
- VLOOKUP for continuous values
- VLOOKUP for exact matches
- Data validation for exact matches

Advanced lookup functions

- The XMATCH function
- Combining =INDEX and =MATCH
- The OFFSET function

Text functions

- Basic text functions
- Finding and replacing text
- Extracting and joining text

Multiple worksheets

- Group editing
- Formulae across sheets
- 3D summing across sheets

Advanced tables

- Removing duplicates
- Advanced filters (multiple criteria)
- Adding and removing subtotals
- Grouping/outlining controls

Pivot tables

- Creating pivot tables
- Changing the aggregation function
- Drilling down
- Filtering and sorting

Advanced pivot tables

- Grouping fields
- Showing % of grand totals, etc
- Slicers and timelines

Getting data (was Power Query)

- Using different data sources
- Query steps
- Massaging data before loading it
- The "Column by example" transform

Advanced charts (*)

- Combination charts
- Regression and trendlines
- Picture charts
- Sparklines

Scenarios (*)

- Creating what-if scenarios
- The scenario manager

Goal-seeking (*)

- Targeting a given value
- Setting the number of iterations

Pre-requisites for Excel Advanced course

Delegates should already have a good working knowledge of Excel (one way to achieve this would be to attend our one-day introduction to Excel and one-day intermediate Excel courses).

Prices

Venue	Address	Price per place
London	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,150 per person + VAT
Manchester	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£950 per person + VAT
Online	Your home or office!	£725 per person + VAT

Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Thu/Fri 05-06 June 2025	Manchester	09:30-16:30	£950 + VAT	Book this
Thu/Fri 12-13 June 2025	Online	09:30-16:30	£725 + VAT	Book this
Thu/Fri 03-04 July 2025	Manchester	09:30-16:30	£950 + VAT	Book this
Wed/Thu 09-10 July 2025	Online	09:30-16:30	£725 + VAT	Book this
Wed/Thu 06-07 August 2025	Online	09:30-16:30	£725 + VAT	Book this

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.