

### Course Aims & Objectives

This intensive course will prepare you for your continued lifelong learning of Excel. It will concentrate on functions and formulas and how to manage, manipulate and extract data. It will show you how to create complex formulas. It will teach you how to design and create large databases with inbuilt controls, so that you and your colleagues get the most from Excel.

### Who Should Attend?

Participants who attend this Advanced Level course should have a **very good knowledge of formulas** and should be creating them on a regular basis. You should already understand and use of all the items covered on the Intermediate level course, including the **IF** and **VLOOKUP / XLOOKUP** functions. You must know the difference between **Absolute** and **Relative** cell referencing and a knowledge of Charts and formatting is required also.

Participants should check their current knowledge level by completing a self-assessment exercise in Excel. This exercise can be downloaded from our website [WWW.DTI.IE](http://WWW.DTI.IE) – Course Outlines – Advanced Excel Pre-Course Self-Assessment. Or copy and paste this link into your web browser.

[Click here to download the Excel Level 3 - Advanced Pre-course Self Assessment Exercise](#)

### Online Training

This course will take place online. We will use the ZOOM application to facilitate the training. **All participants must have a copy of Microsoft Excel on their laptop or PC.** Ideally the version of Excel will be from Office 365 or Office 2013 or Office 2016. You **must** have internet access. Your laptop or PC **must** have either built-in or connected speakers and ideally should also have a webcam. You will be sent an invitation to join the course and you may need to download and install the ZOOM app if it is not already on your computer.

### Course Outline

The course content will include the items listed below. Items not listed here are covered at another level. Some items may not be covered due to time constraints, but all will be covered in the notes.

**Items not listed here (including PowerPivot, Power Bi, VBA and Macros) are not covered on this course and are covered at a higher level.**



- Nesting functions within other functions.
- Understanding Dynamic Arrays and Dynamic Array functions.
- Dealing with error messages in formulas.
- Working with Tables within Excel.
- Using Named Cells and Named Ranges.
- Use Data Validation to force compliance with input standards.
- Creating dynamic dropdown lists.
- Create and use a Pivot Table.
  - Field Settings.
  - Creating Formulas in Pivot Tables.
  - Rearranging/filtering Pivot Tables.
  - Grouping data in Pivot Tables.
  - Slicers
  - Updating and Refreshing options.
- Use a selection of the following Excel functions:
  - IF
  - IF AND
  - IF OR
  - IFERROR
  - XLOOKUP (Options)
  - UNIQUE
  - SORT
  - SORTBY
  - FILTER

*Notes and exercise files are available online at  
[www.dti.ie](http://www.dti.ie)*

*The notes will cover Excel Levels 1, 2 & 3.  
Ongoing email support is offered.*