

MS Excel Training Course 2019

Advanced Level

WDR

ADVANCED LEVEL

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Course Description:

The **MS Excel Advanced Course** is the **longest and the most intense** of the three Excel courses presented here. However, if you have successfully passed the beginner and the intermediate courses, you should consider yourself fully prepared to begin the advanced course.

Some of the concepts that you will learn in the MS Excel Advance Course include the following:

✓ VLOOKUP advanced formula options and manipulations	✓ Calculating loan IPMT and EMI
✓ Other advanced functions including OR, AND, CHOOSE, INDIRECT, REPLACE, LEN, LEFT, FIND	✓ Functions including DATEDIF, DATEVALUE, EDATE, EOMONTH, MATCH and INDEX
✓ Functions including CEILING, CORREL, DATEIF, DATEVALUE, DAVERAGE and EDATE	✓ Full explanation of the INDEX and MATCH functions, covering several modules
✓ Coloring a column and row with a formula	✓ Looking up data
✓ Highlighting a cell with a formula	✓ Selecting only cells containing comments
✓ Functions including DGET, DMAX, DPRODUCT, DCOUNTA, DCOUNT and DSUM	✓ Hiding formulas

Who is This Course For?

As you can see, the information you will get from the **MS Excel Advanced Course** will fully prepare you for virtually any career path, including those that require advanced skills with this software.



Course Specifics:

Price: £350 per person (ex. VAT)

Duration: 1 day course

We provide a **one-day intensive**, supported learning programme. The course is broken down by our expert tutor and will provide you with a highly interactive learning experience in our Horsham Training Centre, supported with eBooks (bring a memory stick!). Our range of Microsoft Office courses are available from **Beginner, Intermediate and Advanced levels** ensuring that the learning you take away from them is in keeping with your day-to-day requirements.

For larger groups, WDR can arrange training at your premises or a local venue. **Please speak to our team for more details:**

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