Microsoft Excel Advanced

**Presenter:** Brett Thornett MIPA

**Dates:** Wednesday 13 May 2015

**Time:** 9.00am to 4.00pm

**Venue:** Applied Education
Level 1, 524 Hay Street, Perth

**Course Fee:** $299 Member
$339 Non Member

**Includes:** Session notes, lunch and tea breaks.

**CPE Hours:** 7

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**Introduction**
Microsoft Excel Advanced training course in Perth (version: 2010) aims to provide skills and knowledge which will allow the participant to create lookup functions, set Microsoft Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, PivotTables, data consolidations, goal seeking, and Solver, and create and use macros.

**Learning Outcomes**
At the completion of this Microsoft Excel Advanced training course in Perth, participants will be able to:

- use a range of lookup and reference functions
- modify Microsoft Excel options
- customise the formatting of charts in Microsoft Excel
- create and use labels and names in a workbook
- protect data in worksheets and workbooks
- create summaries in your spreadsheets using subtotals
- use data linking to create more efficient workbooks
- use the Data Consolidation feature to combine data from several workbooks into one
- understand and create simple PivotTable reports
- construct and operate PivotTables using some of the more advanced techniques
- create and edit a PivotChart
- use goal seeking to determine the values required to reach a desired result
- group cells and use outlines to manipulate the worksheet
- use Solver to solve more complex and intricate problems
- create recorded macros in Microsoft Excel
- use the macro recorder to create a variety of macros

**Prerequisites**
The Microsoft Excel Advanced training course in Perth assumes an understanding of the topics and concepts covered in the Microsoft Excel Introductory and Microsoft Excel Intermediate training courses in Perth. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

**Recommended For**
The Microsoft Excel Advanced training course in Perth is designed for users who need to use some of the more advanced features of Microsoft Excel.

**About the presenter**
BRETT THORNETT MIPA CPA
Applied Education

Brett spent the early years of his professional career applying his accounting qualifications in public practice, mostly with Mann Judd. He later held commercial positions in a number of significant organisations including the NSW public utility AGL and has lectured in commercial law, accounting, finance and accounting data applications.

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Amount Payable IPA Member Non Member
Course Fee $299.00 $339.00 (Registration fee includes GST)

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