



Excel-Advanced (Part-Time)

Following on from the intermediate level Microsoft Excel course, this advanced course will continue to develop and expand your skills in using the software. This course will teach more powerful features such as statistics manipulation and some programming topics.

Course content includes:

- Absolute cell references
- Naming/editing cells and ranges
- Setting up entire workbooks with group editing
- Using VLOOKUP/HLOOKUP statements to retrieve data
- Editing lookups and ensuring accuracy in returned data
- IF statements and calculations
- Analysing data with the all new conditional formatting features
- Sorting and filtering data
- Setting up data validation to ensure data integrity
- Attaching security to a spreadsheet
- Selective protection i.e. protecting formulas while allowing data entry
- Setting up and utilising templates
- Creating, formatting and adding trend lines to charts

Entry Requirements

There are no entry requirements yet it is recommended you have taken the beginners and intermediate course or have a good understanding of using Microsoft Excel.

Career Prospects

This course is suitable for those who have an intermediate level of knowledge and experience using Microsoft Excel and wish to learn more advanced features and functions.

This course is designed to enhance individuals career prospects or for personal development.



GRŴP COLLEGAU **NPTC** GROUP OF COLLEGES

Datblygu Busnes
Business Development



Inspiring Learning,
Enriching Lives, Delivering Success

Assessment

Internally assessed via controlled tasks.

STUDY MODE

PT

LOCATION

COURSE LENGTH

1D

business@nptcgroup.ac.uk | www.nptcgroup.ac.uk/business

 [nptc_business](#)

 [nptcbusiness](#)

 [business-nptcgroup](#)