

# Refine-IT

## Course Outline - Advanced for Excel 2000

**Overview and Goals** - to be able to utilise the automated and advanced features of Excel

**Objectives** – to be able to create subtotals, work with pivot charts, create nested functions, use goal seeker and record and run macros.

**Who Should Attend** - users with practical experience of the intermediate features of Excel

### ***Advanced list management***

- Creating subtotals
- Validating cell entries
- Working with data forms
- Auditing worksheets

### ***Working with advanced formulas***

- Function wizard
- Order of calculation
- Using names in calculations
- Using decision making functions
- Creating nested functions
- Using financial functions
- Performing calculations with dates
- PMT function
- Logical functions
- Vertical and Horizontal Lookups
- Mathematical functions
- Statistical functions
- Text functions

### ***Using analytical options***

- Working with Goal Seeker
- Working with Solver
- Working with scenarios
- Working with views

### ***Working with macros***

- What is a macro?
- Recording a macro
- Running a macro
- Assigning macros to the toolbar

If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)



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