



## Advanced Excel (Part-Time)

This session is the final stage in understanding Excel Spreadsheets and introduces the learner to topics such as charts, and statistics manipulation. This session also covers some basic Excel programming:

- Absolute cell references
- Naming cells and ranges
- Referring to named cells and ranges in formulae
- Editing named 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
- Linking spreadsheets and workbooks together with formulas and functions
- Utilising If statements to assist decision making
- If statements and calculations
- Analysing data with the all new conditional formatting features
- Sorting data numerically and alphabetically
- Filtering data for range and precision analysis
- Setting up data validation to ensure integrity of the data
- Attaching security to a spreadsheet
- Selective protection i.e. protecting formulas while allowing data entry
- Setting up and utilising templates
- Creating and formatting charts
- Adding trend lines to the chart
- Utilising custom chart types

### Entry Requirements

Some experience of using spreadsheets.

### Career Prospects

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

### STUDY MODE

PT

### LOCATION

Neath College - 01639 648000

### COURSE LENGTH

1 day

Coleg Afan	<b>01639 648200</b>	Afan College
Coleg Bannau Brycheiniog	<b>01686 614400</b>	Brecon Beacons College
Coleg Castell-nedd	<b>01639 648000</b>	Neath College
Coleg Y Drenewydd	<b>01686 614200</b>	Newtown College



## **FEES**

SDF: Free

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