



Microsoft Excel Advanced



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🕒 1 day 📍 Face-to-face, Live online, Workplace 💰 \$ 470

This one-day advanced Microsoft Excel course is perfect for experienced Excel users who want to develop their Excel skills to the peak of the software's ability.

Microsoft Excel is a tool to be reckoned with at the advanced level. This is our most interactive Excel short course, with plenty of hands-on exercises to help you retain and start applying what you learn straight away in the workplace.

You will learn advanced Excel skills like how to use Pivot Tables, the Outline function, Goal Seek & Scenarios, Validations, how to consolidate data and how to link between worksheets and other applications.

You'll also learn how to create and record Excel macros and how to use them to automate manual tasks. This Microsoft Excel course includes more complex formulas and functions than the intermediate course, building on your existing knowledge.

Reduce time, create professional worksheets faster and optimise your efficiency at work with a high level of Excel skills that are valuable and highly sought after in the workplace.



Discover more at swi.nu/exceladv

Course highlights

- Using and creating the Outline function.
- Using and creating the Goal Seek & Scenarios function.
- Using and creating Validations.
- Using and creating Pivot Tables.
- Linking data to other Applications.
- Using and creating Group Worksheets.
- Consolidating data from various sheets into one.
- Creating and recording Macros.

Who should attend?

Working professionals who want to learn advanced Microsoft Excel skills that can be applied at work.

Learning objectives

By completing this course, participants will be able to:

- Gain confidence using advanced Excel processes.
- Reduce time spent on complex calculations by developing your own Excel macros.
- Use advanced techniques to achieve more outcomes.
- Maximise Excel's capabilities and break bad habits.

What you can expect

- A workbook to take home or to work that you can reference back to.
- Learn alongside professional peers, and network.
- Pathways to continue your studies with Swinburne Edge.
- The immediate knowledge and confidence to implement your new skills.

Pre-course work

Completion of Microsoft Excel Intermediate training course or equivalent skill level.

Dates

View dates and register for this course.

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The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to up-skill or formalise their skills for their next career stage. Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with fast-tracked, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on 1800 633 560 or edge@swinburne.edu.au.




"This course exceeded my expectations by far. Our facilitator was so professional, a great teacher and very patient. Great examples were used during the course too."

Vanessa
Participant,
Microsoft Excel Advanced





Contact us

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