

Advanced Excel – Virtual

Instructor: Anne Walsh, author of [Your Excel Survival Kit – your guide to surviving and thriving in an Excel world.](#)

Website: www.the-excel-expert.com

Testimonials: <https://www.the-excel-expert.com/training-2/testimonials/>

Duration

- 4 X 90 minute sessions.
- This can be done over 4 weeks (1 90 minute session per week) or 2 X 90 minute sessions on same day in different weeks.
- Doing a full day course in Excel is really not recommended. People find it too difficult.

Who is it for?

- People should have either completed the Intermediate course and/or be familiar with the material from experience.
- This is for people who use Excel regularly and are already comfortable with features such as formulas, filtering, basic functions, pivot tables and vlookups.

Structure

- Training is delivered online using Zoom. There will be a brief introduction to Zoom and to GiraffePad at the beginning of the course.
- All sessions are recorded.
- All files/Zoom links /recordings/follow up materials are uploaded to a platform called GiraffePad.
- Homework is assigned between sessions and can be sent to tutor for feedback.

This is a suggested syllabus – happy to adapt as required.

Advanced Excel outline

Session One	Revision of basics – including	
	Alternatives to Vlookup: Index/Match, Xlookup	
Session Two	Review of homework	
	Nested ifs, creating dropdown lists with data validation	
	Macros	
Session Three	Introduction to Power Query – Excel's free data cleansing tool –	
Session Four	Introduction to Dashboards	

Table 1