

**Prerequisites:** The course assumes a good general understanding and experience in the construction and modification of workbooks. The student should be able to create formulas and simple functions.

<b>Review of Intermediate Concepts</b>	<ul style="list-style-type: none"> <li>• Overview of topics covered in the Intermediate course</li> </ul>
<b>Naming Ranges</b>	<ul style="list-style-type: none"> <li>• Use of named ranges</li> <li>• Name Manager</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Nesting functions</li> <li>• HLOOKUP, VLOOKUP , CHOOSE, INDEX and MATCH functions</li> <li>• Grouping and summarising data using SUBTOTAL function</li> <li>• Use of SUMIF and COUNTIF functions</li> <li>• Database functions</li> <li>• Text Functions</li> </ul>
<b>Data Linking and Consolidation</b>	<ul style="list-style-type: none"> <li>• Linking data from multiple sheets</li> <li>• Create three dimensional formulas</li> <li>• Manage multiple sheets with data consolidation</li> </ul>
<b>Data Analysis</b>	<ul style="list-style-type: none"> <li>• Using Pivot Tables and Pivot Charts for data extraction and evaluation</li> <li>• Data Validation including drop-down lists</li> <li>• Scenarios</li> <li>• Advance Filtering</li> </ul>
<b>Protecting Data</b>	<ul style="list-style-type: none"> <li>• Protecting cells in a worksheet</li> <li>• Protecting a workbook</li> <li>• Sharing workbooks</li> </ul>
<b>Excel Automation</b>	<ul style="list-style-type: none"> <li>• Introduction to Excel Macros</li> <li>• Creating and editing simple Macros</li> <li>• Assigning Macros to buttons, toolbars and other objects</li> <li>• The use of Controls in a worksheet</li> </ul>