

■ Unit 1: Filter & Extract Data:

- Use the Advanced Filter to extract data too complex for the AutoFilter
- Use database functions to only total data in accordance with a designated criteria range
- Use the SUMIF and COUNTIF functions to create totals for data based on one criteria
- Use the Conditional Sum Wizard to create totals based on multiple criteria
- Format entire ranges using advanced Conditional Formatting.

■ Unit 2: Consolidate & Analyse Data

- Automatically add subtotals to data lists.
- Group and summarise hierarchical data using the Group and Outline Command.
- Present data in a multitude of combinations using Pivot Tables and Charts.
- Consolidate data using 3D formula references
- Consolidate data by position and category using the Data Consolidate Command

■ Unit 3: Formulas & Functions:

- Create natural language formulas.
- Enter array formulas.
- Explore different types of functions in more detail.

■ Unit 4: "What If" Analysis Tools:

- Use Goal Seek to set a cell to a target value by changing another cell's value.
- Use Solver to set target values using variables and specified constraints.
- Save the Solver result as a scenario.
- Use the Scenario Manager to analyse data using different input variables.
- Generate a Scenario Summary Report & Scenario Summary Pivot Table Report.

■ Unit 5: Macros:

- Record macros and edit them using the Visual Basic Editor.
- Assign macros to menu items, buttons and shortcut keys.
- Set workbook macro security levels.

■ Unit 6: Advanced Charting Techniques:

- Enhance the appearance of a chart by formatting all of its elements.
- Add trendlines and explore chart options in more depth.
- Save a chart as a User Defined Custom type.

■ Unit 7: Publish & Query Data:

- Publish to the internet with and without interactivity.
- Import data from the internet using queries