



**GRAVITY**  
— BUSINESS ADVISORY —

# Microsoft<sup>®</sup> **Excel** **ADVANCED**



# TRAINING OVERVIEW

This intensive training course has been designed to provide delegates with a solid understanding of advanced Excel 2013 ,2010 ,2007 or 2016 tools and concepts in order to increase their knowledge and productivity.

# TRAINING OBJECTIVES

Users with a good understanding of Microsoft Excel 2013 ,2010 ,2007 or 2016 who want to expand on their capabilities in a short space of time. Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction and Intermediate courses.

- Grouping & Outlining and Subtotals
- What-If Analysis
- PivotTables
- Charting Pivoted Data
- Advanced Excel Tasks
- Creating HLOOKUP and VLOOKUP Functions
- Introduction to Macros in Excel

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# TRAINING OUTLINE

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## 1 MODULE 1

### Grouping & Outlining and Subtotals

#### Learning outcomes:

Useful Excel functions to summarize a spreadsheet making the data easier to identify and explain.

#### Topics covered:

Outlining and Grouping Data  
Using the Subtotals Tool

## 2 MODULE 2

### What-If Analysis

#### Learning outcomes:

Tools designed to help with forecasting and finding solutions to complicated problems involving your spreadsheet's data and formulas

#### Topics covered:

Exploring Scenarios  
Goal Seek and Data Tables  
Using Solver

## 3 MODULE 3

### PivotTables

#### Learning outcomes:

Creating Pivot Tables in order to display and summarise large quantities of data effectively.

#### Topics covered:

Getting Started with PivotTables  
Displaying Data in a PivotTable  
Formatting a PivotTable  
Using the Classic PivotTable Layout  
Slicers

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# TRAINING OUTLINE

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## 4 MODULE 4

### Charting Pivoted Data

#### Learning outcomes:

Introducing Pivot Charts, adding specialist pivot charts to the already excellent Pivot Table feature.

#### Topics covered:

Getting Started with PivotCharts  
Using the PivotChart Tools Tabs  
Formatting a PivotChart

## 5 MODULE 5

### Advanced Excel Tasks

#### Learning outcomes:

Here we will look at sharing Excel files along with adding hyperlinks and Custom AutoFill Lists.

#### Topics covered:

Excel and Hyperlinks  
Using Custom AutoFill Lists  
Sharing Workbooks

## 6 MODULE 6

### Creating HLOOKUP and VLOOKUP Functions

#### Learning outcomes:

Exploring the different Lookup functions, ideal add further functionality to a spreadsheet to reference particular data quickly and effectively.

#### Topics covered:

Using the VLOOKUP Function  
Using the LOOKUP Function

# TRAINING OUTLINE

## 7 MODULE 7

### Introduction to Macros in Excel

#### Learning outcomes:

Explore how to create your own Macros and introducing Visual Basic for Applications, the application Macros are created in

#### Topics covered:

Recording and Playing Macros  
Copying and Deleting Macros  
Visual Basic and Macros  
Formatting a PivotChart

# COURSE DETAILS

Course Days	3 <sup>rd</sup> – 4 <sup>th</sup> May 2026.
Course Timing	10:00 AM – 2:00 PM
Course Language	English
Training Venue	Hotel.
Training Fees	150 K.D

### Discount Policy

In case you register 2 candidates, the Third candidate will get %100 Discount.(Total Fess 300K.D.)

**SCAN  
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