

## Course Overview

In this 2-day course, you will learn how to apply range names. You will also learn to use the VLookup function to retrieve data from a list. You will create styles for storing cell formats and create outlines and views to preserve display options. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (future value) function and Goal Seek. You will learn how to link and consolidate multiple workbooks, and create workspaces to automatically open and arrange multiple files. You will split text into smaller pieces, and join small pieces of text into larger strings. You will learn to Advanced Filter to find data in a list or copy it to another location. You will also learn how to create pivot tables to efficiently summarize and rearrange data. Lastly, you will record macros for automating repetitive tasks and procedures.

## Courses in the Microsoft Excel Series

Excel Level 1  
- 1 day -

Excel Level 2  
- 1 day -

Excel Level 3  
- 2 days -

Excel Level 4  
- 2 days -

## Course Preparation

Prerequisite Course: *Excel - Level 2* or equivalent experience. You should come to this class with a working knowledge of creating workbooks, entering and editing data in cells, formatting text and numbers, copying and moving data, inserting and deleting columns and rows, creating basic formulas and functions, and using absolute and relative references in a formula. Additionally, you should be familiar with the AutoFilter feature.

## Course Topics

### Using Range Names and the VLookup Function

- Using Range Names
- Using the VLookup Function
- Using the IF Function with VLookup
- Using the IsError Function with VLookup
- Slowly Stepping through Calculations

### Using Styles, Outlines, and Views

- Creating a Style
- Applying Styles
- Modifying a Style
- Creating an Auto Outline
- Creating Views
- Displaying Views

### Applying Problem Solving Tools

- Auditing Formulas
- Using the Watch Window
- Creating Scenarios
- Displaying Scenarios
- Editing Scenarios
- Creating a Scenario Summary Report
- Using the FV (Future Value) Function
- Solving Problems Backwards with Goal Seek

### Linking Workbooks

- Opening Several Files at Once
- Creating Formulas involving Multiple Workbooks
- Changing Source Data
- Updating the Target File
- Opening Source Files from the Target File
- Consolidating Workbooks
- Saving Multiple Files as a Workspace

### Splitting and Joining Text

- Parsing (Splitting) Text using the Wizard
- Manually Parsing Text using Functions
- Concatenating (Joining) Text into Larger Pieces

### Using Advanced Filters

- Understanding a List
- Reviewing AutoFilter
- Using Advanced Filter
- Using Calculated Criteria
- Copying Results to another Location
- Copying Unique Values
- Using Database Functions

### Creating PivotTables to Summarize a List

- Creating a Pivot Table
- Hiding PivotTable Data
- Adding, Deleting, and Moving Data
- Handling Dates in a PivotTable
- Using and Displaying the Page Area
- Refreshing PivotTable Data
- Manually Grouping Items
- Applying Automatic and Manual Formatting
- Calculating Percentages
- Creating a PivotChart

### Recording a Macro

- Starting and Stopping the Macro Recorder
- Viewing the Macro Code Module
- Adding Comments
- Closing the Macro Code Module
- Running a Macro using the Menus and Shortcut Keys

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