

Course Overview

In this 2-day course, you will learn the more advanced features of Microsoft Excel. You will learn how to apply range names. You will learn how 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 learn how to create pivot tables to efficiently summarize and rearrange data. You will also learn how to create a table from a list, sort table data, and customize table formats. 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 and IsError Functions
- Slowly Stepping through Calculations

Using Styles, Themes, Outlines, and Views

- Using Cell Styles
- Changing the Theme
- Creating an Auto Outline
- Creating Views
- Displaying Views

Using Problem Solving Tools

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

Linking Workbooks

- Managing Several Files at Once
- Linking Workbooks with Formulas
- Referencing Multiple Workbooks
- Modifying the 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 Text using the Wizard
- Manually Parsing Text using Functions
- Concatenating Text into Larger Pieces

Using Advanced Filters

- About Lists
- Reviewing Basic Filters
- Using an Advanced Filter
- Copying the Results to another Location
- Copying Unique Values
- Using Database Functions

Creating PivotTables to Summarize a List

- Creating a PivotTable
- Hiding PivotTable Data
- Creating another PivotTable
- Accessing the PivotTable Tools
- Adding, Deleting, and Moving Data
- Hiding and Customizing Labels
- Handling Dates in a PivotTable
- Using the Report Filter Area
- Creating Worksheets for each Filter Item
- Displaying Source Data
- Refreshing PivotTable Data
- Manually Grouping Items
- Displaying Only Top Values
- Applying PivotTable Styles
- Applying Numeric Formatting
- Calculating Percentages
- Creating a PivotChart

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Using a Table

- Creating a Table from a List
- Filtering and Sorting Table Data
- Viewing the Header Row
- Creating Calculated Columns
- Enabling the Total Row
- Customizing Table Formats
- Converting a Table to a Normal Range

Recording Macros

- About Macros
- Recording Macros
- Running Macros
- Related Topic: Halting a Macro
- Saving a File with Macros
- Creating a Relative Reference Macro
- Creating an Absolute Reference Macro
- Opening a File Containing Macros
- Specifying Trusted Locations

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