

Class Title: Advanced Microsoft Excel

Duration: 2 Days

1. Using Excel Functions

- 1.1. Financial Functions
- 1.2. Using Date/Time Functions
- 1.3. Using Text Functions
- 1.4. Using Lookup, Logical, and Reference Functions
- 1.5. Using Database Functions

2. Working with Filtered Lists

- 2.1. Creating Data Tables
- 2.2. Using the Subtotal Function
- 2.3. Group, Outline and Consolidate Data
- 2.4. Using Advanced Filters
- 2.5. Using the Data Form

3. Data Integration

- 3.1. Linking Excel Workbooks
- 3.2. Changing and Restoring Links
- 3.3. Linking to Other Office Applications

4. Data Analysis

- 4.1. Working with PivotTables and Pivot Charts
- 4.2. Using Goal Seeking and Scenarios
- 4.3. Data Validation
- 4.4. Conditional Formatting

5. Auditing Worksheets

- 5.1. Checking and Reviewing Data
- 5.2. Tracing Precedents and Dependents
- 5.3. Using the Watch Window
- 5.4. Correcting Errors and Invalid Data

6. Using Macros

- 6.1. Recording and Running Macros
- 6.2. Editing Macros
- 6.3. Macro Assignments

7. Creating Switchboards

- 7.1. Configure Data for Switchboards
- 7.2. Create Charts and Tables
- 7.3. Create Interactive Controls