

EXCEL Advanced (1 Day)

Overview

This Advanced Microsoft Excel training class is designed for students to gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros using Microsoft Excel.

Our instructor-led online classes are conducted the most current version of the software. If you're on an earlier version our instructor will point out the minor differences between versions where they exist.

Course Benefits

- Create pivot tables and charts.
- Learn to trace precedents and dependents.
- Convert text and validate and consolidate data.
- Collaborate with others by protecting worksheets and workbooks.
- Create, use, edit, and manage macros.
- Import and export data.

Outline

Using Pivot Tables

- Creating Pivot Tables
 - Preparing Your Data
 - Inserting a Pivot Table
 - Creating a PivotTable Timeline
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Grouping Data
 - Using PowerPivot
 - Managing Relationships
 - Inserting Pivot Charts
- More Pivot Table Functionality
- Creating a Standalone PivotChart

Auditing Worksheets

- Tracing Precedents
 - Tracing Dependents
 - Showing Formulas

Data Tools

- Converting Text to Columns
- Linking to External Data
- Controlling Calculation Options
- Data Validation
- Consolidating Data
- Goal Seek

Working with Others

- Protecting Worksheets and Workbooks
- Password Protecting a Workbook
 - Removing Workbook Metadata
 - Restoring Previous Versions
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Marking a Workbook as Final

Recording and Using Macros

- Recording Macros
- Copy a Macro from Workbook to Workbook
- Running Macros
- Editing Macros
- Adding Macros to the Quick Access Toolbar
- Managing Macro Security

Random Useful Items

- Sparklines
- Inserting Sparklines
- Customizing Sparklines
- Using Microsoft Translator
- Preparing a Workbook for Internationalization and Accessibility
- Display Data in Multiple International Formats
 - Modify Worksheets for Use with Accessibility Tools
 - Accessibility: Using Sounds
 - Use International Symbols
 - Manage Multiple Options for +Body and +Heading Fonts
- Importing and Exporting Files
- Importing Delimited Text Files
- Exporting Worksheet Data to Microsoft Word
- Exporting Excel Charts to Microsoft Word