

Course Overview:

Expand and enhance your skills using Microsoft Excel to increase your productivity, learn many advanced functions and how to manage lists of data in Excel. Introduction to Excel is a prerequisite for this course.

Course Content:

Productivity

- Applying the new themes and styles to help you create a unified design within your workbook.
- Validating or restricting the data that is placed in a cell.
- Creating an absolute cell reference.
- Using range names to quickly go to a range or using the range name in a formula.
- Identifying trends in your data using the improved conditional formatting features.
- Inserting cell comments to make your work easier to review.
- Using the Flash Fill feature to eliminate repetitive tasks such as extracting the first name from a list rather than using a formula.
- Easily sharing a workbook online using OneDrive.

List Management

- Analyzing your data more efficiently using the improved sorting command and creating a custom sort order list.
- Quickly extracting data using the Filter command.
- Using the Subtotal command.
- Creating an automatic Outline to see only the subtotal and grand totals.
- Quickly removing duplicate records.
- Using the many features associated with Table Format command.

Workbook Management

- Working with multiple worksheets and consolidating data.
- Protecting parts of or the entire worksheet and protecting the workbook.

Get and Transform Data

- Downloading data from another source.
- Change or transform your data.
- Automatically creating a Forecast chart.

Charts and Sparklines

- Showing your data with the new enhanced chart layouts and styles to make charts more lively and informative.
- Using the new Combo chart type.
- Creating the new chart types, including Waterfall,
- Statistical chart, Histogram, Pareto, and Box and Whisker.
- Creating tiny charts called Sparklines that provide a visual representation of your data.
- Using the new Quick Analysis tool to do everything simpler: Formatting, Formulas, charts and more.

Introduction to Pivot Tables

- Learn how to quickly create a pivot table to summarize, organize, analyze and compare large amounts of data using the Recommended PivotTable command.
- Adding slicers to quickly analyze your data.

Advanced Functions

- Using the IF, COUNTIF, SUMIF, ROUND, TODAY and VLOOKUP functions.
- Nesting functions such as the SUM function with the IF function.

Macros and Templates

- Creating and using a simple Macro which records repetitive tasks in Excel.
- Creating a template for files you use frequently.