

Microsoft Excel Advanced

Duration: 2 Days

Description

This course will teach you how to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes.

You will also learn how to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions that will put the full power of Excel right at your fingertips.

The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates

Delegates will learn how to:

- Work with Scenarios
- Use Goal Seek, Solver, and VLookup
- Analyze Data
- Manage Data
- Some Functions
- Work with Slicers
- Work with PivotTable
- Use the Inquire Add-In
- Use Macros

Outline

Working with Scenarios

- Creating Scenarios
- Loading Scenarios
- Merging Scenarios
- Editing Scenarios
- Creating a Scenario Summary Report

- Deleting Scenarios

Using Goal Seek, Solver and VLookup

- Setting up the Worksheet
- Using Goal Seek
- Running Solver
- Generating Reports and Scenarios with Solver
- Modifying Constraints
- Setting Solver Options
- Use VLookup

Analyzing Data

- Enabling the Analysis ToolPak
- Using Data Analysis Tools
- Using Data Tables

Managing Data

- Consolidating Information
- Removing Duplicates
- Configuring Data Validation
- Transposing Data
- Converting Text to Columns

Some Functions

- Dsum
- Davarage
- Dcount
- Dmax/Dmin
- If
- Using if and and or functions

Working with Slicers

- Inserting and Using a Slicer
- Renaming the Slicer
- Changing Slicer Settings
- Formatting a Slicer
- Clearing the Slicer

PivotTable Features

- Creating a Basic PivotTable

- Creating a Basic PivotChart
- Using the PivotTable Fields Pane
- Adding Calculated Fields
- Sorting Pivoted Data
- Filtering Pivoted Data

Using the Inquire Add-In

- Installing Inquire
- Generating a Workbook Analysis Report
- Viewing Workbook and Worksheet Relationships
- Viewing Cell Relationships
- Comparing Two Workbooks

Tracking Changes

- Tracking Changes
- Reviewing Changes
- Setting Options for Tracking Changes
- Stopping Tracking Changes

Using Macros

- Recording a Macro
- Writing a Macro using the Visual Basic Editor
- Editing a Macro
- Running a Macro

Prerequisites

Attending Microsoft Excel Fundamental course