



Computer Consultants Corporation

Microsoft Excel

Advanced

Length of course: 1 class day (6 hours)

Objective(s): To expand on intermediate skills, including creating PivotTables and PivotCharts, using Excel's database and data analysis tools, and recording and running macros.

Prerequisites: Intermediate Excel or demonstrated familiarity with its topics.

Lookup Functions

- VLOOKUP and HLOOKUP Functions
- Sorting Lookup Tables

Templates

- Creating a custom template
- Changing the default template location
- Modifying an existing template

Error Checking

- Trace precedents and dependents
- Clearing precedent and dependent arrows
- Tracing errors
- Watching cells and evaluating formulas

Macros and Toolbars

- Creating and saving macros
- The personal macro workbook
- Assigning shortcut keys
- Customizing Toolbars
- Hiding and unhiding workbooks
- Deleting macros and buttons

Advanced Formatting and Analysis

- Grouping worksheets and consolidating data
- Data validation
- Circling invalid data
- Using natural language formulas
- Using conditional formatting
- Creating data tables
- Using the scenario manager

Multiple-Sheet Workbooks

- 3D formulas
- Using the IF function
- Using the AutoFilter

Collaboration Tools

- Inserting and editing comments
- Reviewing and printing comments
- Using paste special
- Creating and editing hyperlinks
- Saving a workbook in non Excel formats
- Sending a workbook via email
- Importing data from another source

Integration and Collaboration

- Workbook properties
- Sharing a workbook
- Assigning passwords
- Tracking changes
- Reviewing tracked changes
- View the change history
- Merging multiple workbooks

Working with Multiple Workbooks

- Creating a Workspace
- Linking Two Workbooks