

ADVANCED EXCEL

Course Content Outline

COURSE DESCRIPTION: For the experienced spreadsheet user. Students will learn to automate worksheets with macros. Student will analyze data using pivot tables, solver and goal seek.

COURSE OBJECTIVES:

1. Review topics from Intermediate Excel
2. Use advance formula construction
3. Create pivot table
4. Use Goal Seek, Data Tables and Scenario Manager
5. Record a macro

OUTLINE OF TOPICS TO BE COVERED

- Review and expand upon topics in intermediate Excel
- Advanced formula construction
 - Name Ranges
 - IF
 - VLOOKUP
 - IS Function
- Conditional Format
- Data Validation
- Creating Pivot Tables
 - Modifying pivot tables
 - Pivot charts
- Linking cells in different workbooks
- Goal Seek
- Data Tables
- Scenario Manager
- Protection
- Recording a macro
 - Relative vs. Absolute
 - Viewing and editing VBA code
 - Customize Quick Access Toolbar

HOURS: 6

2015