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.

COURSE OBJECTIVES:
1. Review topics from Intermediate Excel
2. Use logical formula construction
3. Create pivot table
4. Record a macro
5. Edit VBA

OUTLINE OF TOPICS TO BE COVERED
- Review and expand upon topics in intermediate Excel
    - Sort, Filter, Subtotals
    - Data Validation
- Pivot Tables
- Name Cells
- Logical Functions, IF, ISERROR, ISNA, VLOOKUP
    - SUMIF, COUNTIF
    - Conditional Format
- Delete Duplicates
- Parse, =CONCTENATE
- Record Absolute Macro
- Record Relative Macro
    - Macro Security
    - Run Macro – Keystroke, QA Button, Spreadsheet
    - Button
- Worksheet Protection

HIGHLIGHTS
- Pivot Tables provide a compact view of complex data supporting filters and subtotal like functions.
- Logical functions return data based on comparison criteria supporting decision making testing if a condition is true or false.
- Macros are user created time saving "routines" that expedite a repetitive task.
- Deleting duplicates and Parsing data facilitate Excel data management imported from a third-party source.

HOURS: 4

2022