



Advanced Excel

Length: 2 Days

Format: Instructor-Led, Classroom

Prerequisites: Introduction to and Intermediate Excel or equivalent knowledge..

Objectives

- Working with Conditional Formulas
- Working with Conditional Formatting
- Performing Calculations with Time
- Working with Hyperlinks
- Refining Formulas
- Working with Data Validation
- Using What-If Analysis
- Using Lookup Functions
- Working with Data Lists
- Creating Custom Views
- Using the Auditing Toolbar
- Advanced Features
- Excel and the Internet
- Sharing Workbooks
- Introduction to Working with Macros

Course Outline

Working with Conditional Formulas

- Using the IF function
- Using an AND condition with the IF function
- Using an OR condition with the IF function
- Creating a nested IF function
- Using the ROUND function

Working with Conditional Formatting

- Applying conditional formats to cells
- Adding a conditional format
- Deleting a conditional format

Performing Calculations with Time

Working with Hyperlinks

- Working with Bookmarks
- Inserting Hyperlinks within the workbook

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- Inserting Hyperlinks between workbooks
- Linking to an e-mail address
- Adding a ScreenTip to a hyperlink

Refining Formulas

- Creating Subtotals
- Removing Subtotals
- Using Outline Symbols with the Subtotal Feature
- Using GoTo Special
- Working with Circular References

Working with Data Validation

- Setting up data validation
- Creating custom error messages
- Removing data validation
- Validating data using a list
- Circling invalid data

Using What-If Analysis

- Using Goal Seek
- Creating a one-variable data tables
- Creating a two-variable data table
- Creating a Scenario
- Displaying a Scenario
- Creating a Scenario Summary Report
- Creating a Scenario Pivot Table Report
- Creating a Scenario using Goal Seek
- Working with Solver

What Comes Next

Excel Charts

Excel Pivot Tables

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

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