

Level 3 Excel

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Duration: 7.5 hours **Cost:** \$199 **Course Minimum:** 4 **Course Maximum:** 8

1. Streamlining Workflow

- Find / Replace
- Go To
 - Navigate quickly to specific location, but it can do so much more.
- Insert Cut / Copied cells
- Merge cells
- Conditional formatting – Review
- Conditional formatting – Advanced
 - Format cell(s) based the content of other cells
- Data Validation
 - Data validation will permit only the type of input you specify

2. Excel Security

- Lock / Unlock cells
- Protect Worksheets
- Protect Workbook structure
- Create password to open/modify Excel workbook

3. Excel Templates

- Excel templates
 - Create custom Excel templates, or replace Excel's default template with your own

4. Performing Calculations

- Relative / Absolute / Mixed Cell References
- Functions – Advanced
 - =IF()
 - =TEXT()
 - =TRIM()
 - =CONCATENATE()
 - =LEFT(), RIGHT(), MID()
 - =UPPER(), LOWER(), PROPER()
 - =VLOOKUP(), HLOOKUP()
 - =INDEX()/MATCH()
 - =SUMIF(), SUMIFS(), COUNTIF(), COUNTIFS()
 - =DAY(), MONTH(), YEAR()
- Nested Functions
 - Nested IF
 - IF/AND, IF/OR
- Show formulas instead of the resulting values, for troubleshooting
- Circular reference
- Errors in formulas – what do they mean?
 - #REF!
 - #DIV/0!
 - #NAME?
 - #VALUE!
 - #NUM!
 - #N/A
 - #NULL!
 - Use IFERROR() for better error handling
- Linking data from other worksheets
 - Edit link
- Goal Seek – What-If?
 - Save hours with this powerful tool
- Use Sparklines to analyze your data

5. Sort & Filter

- Excel as a Database (fields & records) – How to structure an effective database
- Freeze rows & columns
- Split Window to view multiple portions of the workbook simultaneously
- Sort
- Excel is not limited to sorting alphabetically / numerically
- AutoFilter

6. Tables, PivotTables, Charts

- Format as Table
 - Learn the advantages of using Excel's Table feature
- Pivot Tables – Powerful tool to summarize and analyze large amounts of data
- Pivot Charts
- Slicers
- Charts

7. Mail Merge with MS Word

- Use MS Word to create address labels, personalize a form letter, and more, using Excel as its data source.

8. Basic Macros

- Record a macro
- Run a macro from a keyboard shortcut
- Run a macro from a button or graphic control
- Edit a macro