

Course Description: Create "What-if" and "Best Case/Worst Case" reports by using the Scenario Manager, Goal Seek, and the Solver add-in. Learn to use PivotTables and Excel tables to analyze data and to consolidate worksheets or workbooks using Data Consolidate. Learn to audit and track formulas and formula errors. Record macros to streamline your work and make your spreadsheets more interactive. Use lookup functions to match and find data. Format cells based on their value. Link cells to other workbooks.

Page 1 of 2

Module 1: Using Excel Tables to Analyze Data

- Defining a Table
- Understanding the Header Row
- Reviewing Filters
- Applying Table Styles
- Setting Style Options
- Including a Total Row
- Adding a Calculated Column
- Naming a Table
- Resizing the Table
- Single Column Sorting
- Removing Duplicate Records
- Restoring the Table to a Normal Range

Module 2: Using PivotTables & Charts

- Understanding PivotTables
- Creating Your Own PivotTable Report
- Rearranging Report Data
- Adding and Removing Data from the Report
- Filtering Data in a Pivot Table
- Formatting the Report with Styles
- Labeling Rows and Columns
- Choosing a Report Layout
- Changing Report Calculations
- Creating Additional Calculations
- Displaying Top Values
- Creating Groups
- Refreshing Data
- Locating the Data Source
- Referencing Cells within a Pivot Table
- Understanding Dynamic Ranges
- Drilling Down
- Creating Slicers
- Setting PivotTable Options
- Creating PivotCharts

Module 3: Introduction to Macros

- What is a Macro?
- Planning Macros
- Starting the Macro Recorder
- Naming and Storing Macros
- Storing Macros in Excel Workbooks
- Understanding Trusted Locations
- Running Macros with Shortcut Keys
- Creating Toolbar Buttons to Run Macros

Module 4: Timesavers & Workbook Enhancements

- Split Text into Multiple Columns
- Combining Data (Concatenating)
- Adding Comments
- Using SmartArt Graphics
- Creating Views
- Working with Themes
- Customizing the Excel Ribbon

Module 5: Problem Solving

- Formula Auditing
- Tracing Precedents
- Tracing Dependents
- Formula Error Checking
- Evaluating Formulas
- The Watch Window
- Absolute Referencing
- Using the ROUND Functions
- Using the TRUNC Function
- Using the ERROR Functions

Module 6: Data Analysis Tools

- What is a Scenario Manager?
- Creating and Editing Scenarios
- Showing Scenario Data
- Merging Scenarios
- Creating a Scenario Summary Report
- Editing the Report
- Using Goal Seek
- Using the Solver Add-in
- Setting Solver Constraints
- Creating Lookup Functions to Find Data
- Defining Range Names
- Using Data Tables

Module 7 Creating Functions to Find Data

- VLOOKUP
- COLUMN
- HLOOKUP
- MATCH
- INDEX
- Using INDEX and MATCH Together

Page 2 of 2

Module 8: Conditional Calculations & Formatting

- Using Conditional Functions
- Creating Conditional Functions with Multiple Criteria
- Applying Conditional Formatting
- Using Rules
- Data Bars, Color Scales, and Icon Sets
- Creating New Formatting Rules
- Creating a Conditional Formatting Formula
- Managing Rules
- Clearing Conditional Formatting Rules
- Creating Embedded Objects

Module 9: Managing Multiple Workbooks

- Linking Workbooks with Formulas
- Updating Information between Workbooks
- Troubleshooting Linked Workbooks
- Saving a Workspace
- Using Data Consolidation across Workbooks
- Protected Workbooks
- Protected Cells and Worksheets

Module 10: Sharing Data with Other Applications

- Editing Embedded Objects
- Creating Linked Objects
- Updating Linked Objects
- Creating Excel Objects in Word
- Copying Charts to Word or PowerPoint
- Exporting Data to PDF or XPS Format