

Course Description: Learn a variety of advanced functions and formulas to increase your effectiveness in Excel and save you time. Manage and organize data using tables. Create customized reports using filters, multi-sheet referencing and automatic subtotaling. Learn to visually represent data with charts.

Module 1: Managing Multi-Sheet Workbooks

- Naming Worksheets
- Moving and Copying Worksheets
- Inserting and Deleting Worksheets
- Linking Cells across Multiple Worksheets
- Naming Cells and Ranges
- Printing a Range
- Outlining Spreadsheets
- Using Go To and Go To Special
- Adding Comments
- Creating Hyperlinks
- Grouping Worksheets
- Modifying Data & Formatting on Multiple Sheets
- Navigating Multiple Sheets

Module 2: Creating and Using Templates

- What is a Template?
- Saving a Workbook as a Template
- Using Templates
- Creating Shortcuts to Templates

Module 3: Learning Advanced Functions

- Function Structure and Arguments
- Creating and Applying Range Names
- Calculating with Financial Functions
- Using Date and Time Functions
- Using the IF Function
- Understanding the AND Functions
- Using the OR Function
- Sum Non-Contiguous Data
- Combining Functions and Formulas
- Absolute Cell Referencing in Formulas & Functions
- Protecting Formula Cells

Module 4: Managing Excel Lists

- Understanding Excel Lists
- Filtering Data with AutoFilter
- Using Data Type Filters
- Creating a Custom Filter
- Filter by Selection
- Using the Search Filter
- Clearing Filters
- Single Column Sorting
- Multi-Column Sorting
- Sorting by Cell or Font Color
- Keeping the Header Row Visible
- Removing Duplicate Records
- Validating List Entries
- Using the Subtotal Function
- Creating a Subtotal Report
- Adding Multiple Subtotals
- Viewing Report Levels
- Removing Subtotals

Module 5: Creating Charts

- How to Organize Data to be Charted
- Selecting a Chart Type
- Changing the Chart Type
- Choosing a Chart Style
- Embedded Charts versus Chart Sheets
- Adding and Editing Chart Labels
- Charting Non-Contiguous Data
- Adding a Trendline
- Creating a Chart Fast!!
- Creating Advanced Charts
- Sparklines