

**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. Enhance Excel spreadsheets with graphic objects. Record macros to streamline your work and make your spreadsheets more interactive.

**Module 1: Using Excel Tables to Analyze Data**

- Using Excel to Manage Lists
- Defining a Table using Quick Analysis
- Understanding the Header Row
- Reviewing Filters
- Filtering Tables with Slicers
- 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 a Calculated Field
- Displaying Top Values
- Creating Groups
- Refreshing Data
- Locating the Data Source
- Understanding Dynamic Ranges
- Drilling Down
- Creating Slicers
- Adding a TimeLine
- Setting PivotTable Options
- Using the Recommended PivotTables Feature
- 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: Problem Solving**

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

**Module 5: Timesavers and Workbook Enhancements**

- Split Text into Multiple Columns
- Using Flash Fill
- Combining Data (Concatenating)
- Adding Comments
- Creating Custom Views
- Using SmartArt Graphics
- Customizing the Excel Ribbon

**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
- Defining Range Names
- Using Data Tables

*Continued on Next Page...*

**Module 7: Creating Functions to Find Data**

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

**Module 8: Conditional Calculations and 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

**Module 9: Managing Multiple Workbooks**

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

**Module 10: Sharing Excel Data with Other Applications**

- Creating Embedded Objects
- 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