

Advanced Excel Training Class: Course Topics

Excel Cell Management

- Cell Locking: Learn to create powerful formulas by locking columns or rows.
- Cell Auditing: Understand the relationship between formulas and cells.
- Windows: Discover techniques for editing active windows.
- Hot Keys: Learn to use the ribbon as a custom set of personalized shortcuts.

Using Special Formatting in Excel

- Date functions: Learn to calculate dates using several functions
- Conditional Formatting of Formulas: Discover how to use conditional formatting of formulas using custom rules.

Understanding Advanced Excel Functions

- Nested IF statements: Learn to use nested IF statements to create multiple options for populating cells
- IF statements using AND/OR: Learn additional IF functions available by using AND / OR

Using Excel for What If Analysis

- Goal Seek: Adjust input values to find desired results
- Data Tables: Display the range of effects for one or two variables on a formula using Data Tables.

Understanding Advanced Analytical Tools in Excel

- Data Consolidation: Learn to summarize data from separate ranges, consolidating it to a specific output range
- Conditional SumProduct: Learn how using SumProduct with conditions excludes data that fails to meet specific criteria
- Pivot Table-Calculations: Learn to create calculated columns and rows using a Pivot Table to expand beyond source data
- Pivot Charts: Learn to build dynamic visual representations of data from pivot tables

Using Excel's Advanced Database Functions

- MATCH function: Learn to return the column or row number of a lookup value
- VLOOKUP-MATCH: Create more accurate VLookUps through enhancing the determination of the Column Index number
- INDEX-MATCH: Efficiently return values and references from cells at the intersection of the row and column
- INDEX-Double MATCH: Learn to use a second Match function to create powerful two-way lookups

Learning Macros in Excel

- Recording Macros: Learn to record Macros involving formatting and calculations
- Relative Macros: Understand how to create relative reference macros used in ad-hoc reporting

More details at <https://www.agitraining.com/microsoft/excel/classes>