COURSE SYLLABUS

Advanced Excel Course (Self-Paced)

Learn advanced Excel functions, macros, and data analysis to improve efficiency and manage complex data in any job setting. This advanced course is ideal for Excel power-users.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/excel-advanced-online



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Course Outline

Advanced Navigation

Advanced Navigation

Advanced navigation techniques

Fill Review

Review of Autofill conventions and techniques

Cell Management

Advanced Cell Locking

Create powerful formulas by locking either the column or the row

Hot Keys

Transform the ribbon into a visual listing of pre-assigned shortcuts

Cell Auditing

Observe the relationship between formulas and cells

Go To Special

Quickly select cells that meet certain criteria

Special Formatting

Conditional Formatting-Formulas

Create custom rules for Conditional Formatting with formulas

Date Functions

Calculate dates with a variety of functions

Custom Number Formats

Customize number formats to meet specific requirements

Advanced Functions

Nested IF statements

Nested "IF" statements allow for more than just two possibilities in a single cell

IF statements with AND/OR

Expand the functionality of the IF function by adding AND / OR criteria

What If Analysis

Goal Seek

Find the desired result by adjusting an input value

Data Tables

Data Tables show the range of effects of one or two different variables on a formula

Advanced Analytical Tools

Calculation Options

Minimize volatility by changing calculation options

Conditional SumProduct

Use SumProduct with conditions to exclude data that does not meet certain criteria

Pivot Table-Base Fields & Sets

Analyze data in a Pivot Table with increased granularity by defining base fields and sets

Pivot Table-Calculations

Create calculated rows or columns in a Pivot Table that go beyond the source data

Pivot Charts

Create dynamic, graphical representations of Pivot Table data

Advanced Database Functions

XMATCH function

Return the relative position (column or row number) of a lookup value

INDEX-MATCH

Efficiently return a value or reference from a cell at the intersection of the row and column

INDEX-Double MATCH

Use a second Match function to create a powerful, two-way lookup tool

Introduction to Macros

Recording Macros

Record macros that involve formatting and calculations

Dynamic Arrays

Dynamic Arrays

Use formulas that can return arrays of variable size

End of Class Projects

Projects

End of class project to review key concepts from the class