# **Advanced Excel Course**

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 in Live Online and onsite training is available for this course. For more information, email <a href="mailto:onsite@graduateschool.edu">onsite@graduateschool.edu</a> or visit: <a href="https://www.graduateschool.edu/courses/advanced-excel-classes">https://www.graduateschool.edu/courses/advanced-excel-classes</a>



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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**

## **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 an 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