

# Excel for Power Users

Learn to solve challenging problems in Excel by applying and nesting various functions. You'll get an introduction to VBA, Excel's programming language, to automate workflow and repetitive tasks. Through various exercises and projects, you will reinforce and build upon knowledge gained in intermediate-level courses.

Group classes in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.careercenters.com/courses/excel-for-power-users>



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## Course Outline

### Advanced Summation Techniques

- Running Total
- Dynamic Running Total with SUM and OFFSET
- SUM and INDEX
- Sum Through N Items with SUM and OFFSET

### Advanced Lookup Techniques

- VLOOKUP with Two Conditions
- VLOOKUP with Multiple Rates
- INDEX-MATCH with Cell Anchoring
- VLOOKUP and INDIRECT to Pull from Two Tables
- Partial Match VLOOKUP

### Advanced Text Functions

- Review UPPER, LEN, FIND, SUBSTITUTE, RIGHT/LEFT, MID Functions
- Capitalize the First Letter with LEFT, UPPER, LEN, MID
- Find the Name in an Email Address
- Find the First Word in String of Text

### Advanced Conditional Formatting

- Review: Highlight the Entire Row with Formulas and Cell Locking
- Highlighting Duplicate Cells in Two Ranges with and and COUNTIF
- Dynamically Highlight Bottom N Values with SMALL

Highlight Every Other Row in a Table

## Other Advanced Techniques and Functions

Create Submenus with INDIRECT and OFFSET

CHOOSE Function to Select Scenarios

Dynamic Named Ranges

Dynamic Charting with Waterfall Chart

SUMIFS with Advanced Conditions

## Arrays

Single-cell Array Formulas

Advantages and Disadvantages of Arrays

TRANSPOSE Function

MAX and MIN Functions with Arrays

INDEX-MATCH with Arrays to Retrieve the Entire Row

## Statistics

Solver

Data Analysis ToolPak

## Creating Macros Through Fundamental VBA

Finding the Name of the Current Worksheet

Finding the Last Row Used

Finding the Last Column Used

VBA to Create a Clustered Column Chart

Creating a Pivot Table Using Our Captured Last Row and Column