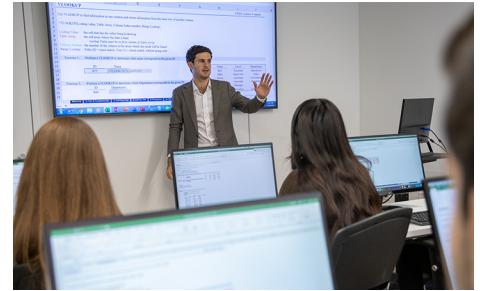


Advanced Excel for Business

Group classes in NYC and on-site training is available for this course.

For more information, email nyc@careercenters.com or visit:
careercenters.com/courses/advanced-excel-live-online



nyc@careercenters.com • [212-684-5151](tel:212-684-5151)

Course Outline

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

Windows

Techniques and keyboard shortcuts to allow editing of active windows

Cell Auditing

Observe the relationship between formulas and cells

Special Formatting

Date functions

Calculate dates with a variety of functions

Conditional Formatting-Formulas

Create custom rules for Conditional Formatting with formulas

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

Data Consolidation

Summarize data from separate ranges and consolidate into a specified output range

Conditional SumProduct

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

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

MATCH function

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

VLOOKUP-MATCH

Create a more accurate VLOOKUP by enhancing the determination of the Column Index number

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

Relative Macros

Record relative reference macros for ad-hoc reporting

End of Class Project

Project

End of class project to review key concepts from the class