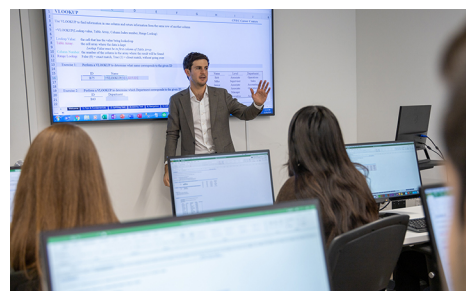


Excel for Power Users

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 on-site training is available for this course.

For more information, email nyc@careercenters.com or visit: careercenters.com/courses/excel-for-power-users



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Course Outline

Advanced summation techniques

- Running total
- Dynamic running total with SUM & OFFSET
- SUM & INDEX
- Sum through N items with SUM & OFFSET

Advanced Lookup techniques

- VLOOKUP with two conditions
- VLOOKUP with multiple rates
- INDEX-MATCH with cell anchoring
- VLOOKUP & 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 & cell locking
- Highlighting duplicate cells in two ranges with AND & COUNTIF
- Dynamically highlight bottom N values with SMALL
- Highlight every other row in a table

Other Advanced Techniques & Functions

Create submenus with INDIRECT & OFFSET

CHOOSE function to select scenarios

Dynamic named ranges

Dynamic charting with Waterfall chart

SUMIFS with advanced conditions

Arrays

Single-cell array formulas

Advantages & Disadvantages of Arrays

TRANSPOSE Function

MAX & MIN Functions with Arrays

INDEX-MATCH with Arrays to retrieve the entire row

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