Overview:

Design for Excel users that want to expand their knowledge. Improving formatting, intermediate formulas, pivot tables, protection and optimizing data. Bringing your usage of Excel to the next level.

Course Objectives:

Participants will:

- o Charting with Excel
- o Conditional formulas and formatting
- o Data analysis
- o Automating Tasks using Simple Macros
- o Intermediate Formula Knowledge
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- o Presenting and Reporting
- o Auditing Workbooks
- o Collaboration & Protection
- o Validating and Updating

Outline:

1. **Charting with Excel**
   - Selecting the data to chart
   - Creating a chart
   - Choosing the right chart for the job
   - Customizing charts
   - Saving and copying a chart's design

2. **Conditional formulas and formatting**
   - The IF function
   - Conditional formatting: Based on a cell value or a formula
     - with Built-In Rules: Learn to create top/bottom and highlight cell rules, as well as to apply icon sets and data bars.
     - with Custom Rules: Learn to create custom conditional formatting rules based on formulas.

3. **Data analysis**
   - Creating PivotTables: Learn to create and modify basic PivotTables (for quickly summarizing and highlighting data).
   - Pivot Charts
   - Sparklines
   - Converting tables back to normal ranges

4. **Automating Tasks using Simple Macros**

- Creating simple macros using the macro recorder to automate tasks

5. **Intermediate Formula Knowledge**
- VLOOKUP with Approximate Match: Learn to use VLOOKUP to find an approximate match and return it or the corresponding value from another column.
- VLOOKUP with Exact Match
- Other Lookup Methods: Learn to work with INDEX, MATCH and HLOOKUP
- Entering date functions
   - TODAY function
   - NOW function

6. **Presenting and Reporting**
- Built-in templates: Accessing and using Excel's templates
- Creating and managing templates: Creating, using and modifying a custom template file
- Outlining tools: Formatting a spreadsheet as a outlined table with subtotals
- Styles: Learn how to apply built-in number styles and create your own custom styles packages

7. **Auditing Workbooks**
- Tracing formula errors
- Tracing precedents and dependents
- Viewing formulas
- Error checking

8. **Collaboration & Protection**
- Protecting a workbook
- Protecting worksheets and cells
- Adding comments to cells

9. **Validating and Updating**
- Named range: Learn about creating named ranges, and the benefits of doing so.
- Data Validation: Learn how to use Data Validation to ensure that users enter valid data in input cells.
- Data Validation Lists: Use to restrict user's ability to enter invalid data in cells by providing them with a drop down list of valid options.