Microsoft Excel Advanced training course

In this Microsoft Excel Advanced training class you are shown how to utilize this powerful spreadsheet application. See immediate results with this hands-on course. You will be able to plan and create an organized spreadsheet, use absolute and relative cell references, understand the importance of labels and values, create pivot tables, and export your data into a range of file formats. Our Instructors can show you how to efficiently produce your own spreadsheet for data management and analysis.

What you'll learn in this advanced Microsoft Excel training course

- Pivot table calculations and charts
- Advanced conditional formatting
- Excel cell management

- Data tables
- What IF analysis
- Tips and tricks to make you more efficient

Audience for this advanced Excel training course

This Microsoft Excel training class is for professionals who would like to learn to use and utilize the functions available in this powerful spreadsheet application.

Training course duration

This class is a one day in length. It runs from 10:00 am- 5:00 pm ET. Lunch break is approximately from noon-1:00 pm.

Training course curriculum

This training course uses provided lesson files and instructor selected resources.

Enrolling in this advanced Microsoft Excel training course

You can register for this training class online at agitraining.com, or by calling 781-376-6044 or 800-851-9237.

Locations for this advanced Microsoft Excel training course

You can attend classes at your training centers located in Boston and Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.

Microsoft Excel intermediate topics:

Review of intermediate Excel tasks

Excel workbook navigational tips and tricks
Working with lists
Data validation
Data tables
Filtering and sorting
Excel templates
Worksheet protection
If functions

Working across sheets and files

Data consolidation

Pivot table calculations and charts

Creating a PivotTable from a list or a table
Customizing a PivotTable
Refreshing a PivotTable
Creating a calculation in a PivotTable
Creating Pivot charts
Creating a table from a list

Excel cell management

Cell Locking: Learn to create powerful formulas by locking columns or rows
Cell Auditing: Understand the relationship between formulas and cells
Windows: Discover techniques for editing active windows
Hot Keys: Learn to use the ribbon as a custom set of personalized shortcuts
Mixed cell referencing
Custom number formats

Advanced conditional formatting

Automatically apply conditional formatting
Date functions: Learn to calculate dates using several functions
Conditional Formatting of Formulas: Discover how to use conditional formatting of formulas using custom rules.

Using Excel for what if analysis

Data Tables: Display the range of effects for one or two variables on a formula using Data Tables.

Nested IF Statements:
Beyond the standard IF statements
Use nested IF statements to include multiple options
Create complex logic statements
Creating conditional or multiple conditionals

Goal Seek

Adjust input values to find desired results. Find values to create an output across an Excel sheet/workbook. Use a goal seek tool to find values to meet a specific result

Data tables

Impacting a targeted output
Building sensitivity analysis

MATCH VLOOKUP

Create a VLOOKUP by using the MATCH function

MATCH INDEX

Performing a reverse lookup
Discovering how to combine two MATCH's within the INDEX Data extraction

Working with Macros

Extras

Auditing Cells
Discovering errors within formulas
Tracing for dependent and precedent values
Go to special

Hot Keys

Automate functions and commands
Text formatting to calculations using your keyboard

Understanding advanced analytical tools in Excel

Data Consolidation: Learn to summarize data from separate ranges, consolidating it to a specific output range

Conditional SumProduct: Learn how using SumProduct with conditions excludes data that fails to meet specific criteria

Pivot Table-Calculations: Learn to create calculated columns and rows using a Pivot Table to expand beyond source data

Pivot Charts: Learn to build dynamic visual representations of data from pivot tables

Using Excel's advanced database functions

MATCH function: Learn to return the column or row number of a lookup value

VLOOKUP-MATCH: Create more accurate VLookUps through enhancing the determination of the Column Index number

INDEX-MATCH: Efficiently return values and references from cells at the intersection of the row and column

INDEX-Double MATCH: Learn to use a second Match function to create powerful two-way lookups

Learning macros in Excel

Recording Macros: Learn to record Macros involving formatting and calculations

Relative Macros: Understand how to create relative reference macros used in ad-hoc reporting

More details at https://www.agitraining.com/microsoft/excel/classes