

Course Description: Learn to use PivotTables and Excel tables to analyze data and to consolidate worksheets or workbooks using Data Consolidate. Learn to audit and track formulas and formula errors. Record macros to streamline your work and make your spreadsheets more interactive. Use the Goal Seek and Solver tools to find formula answers.

Module 1: Using Excel Tables to Analyze Data

- Table Benefits
- Defining a Table
- Understanding the Header Row
- Applying Table Styles
- Setting Style Options
- Naming a Table
- Resizing a Table
- Including a Total Row
- Adding a Calculated Column
- Reviewing Filters
- Filtering Tables with Slicers
- Removing Duplicate Records
- Restoring the Table to a Normal Range

Module 2: PivotTables & PivotTable Charts

- Understanding PivotTables
- Creating a PivotTable Report
- Rearranging Report Data
- Adding and Removing Data from the Report
- Filtering Data in a Pivot Table
- Displaying Top or Bottom Values
- Using Slicers and Timelines
- Drilling Down
- Changing Report Calculations
- Creating a Calculated Field
- Creating Groups
- Formatting the Report with Styles
- Labeling Rows and Columns
- Choosing a Report Layout
- Refreshing Data
- Locating the Data Source
- Understanding Dynamic Ranges
- Setting PivotTable Options
- Using the Recommended PivotTables Feature
- Creating Pivot Charts

Module 3: Introduction to Macros

- What is a Macro?
- Planning Macros
- Starting the Macro Recorder
- Naming and Storing Macros
- Storing Macros in Excel Workbooks
- Running Macros with Shortcut Keys
- Creating Toolbar Buttons to Run Macros

Module 4: Data Analysis Tools

- Using Goal Seek
- Using the Solver Add-in
- Setting Solver Constraints
- Data Tables

Module 5: Timesavers and Workbook Enhancements

- Split Text into Multiple Columns
- Using Flash Fill
- Combining Data (Concatenating)
- Adding Comments and Notes
- Creating Custom Views

Module 6: Functions to Find Data

- VLOOKUP
- XLOOKUP
- COLUMN
- MATCH
- INDEX
- Using INDEX and MATCH Together
- UNIQUE
- SORT

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Module 7: Problem Solving

- Formula Auditing
- Tracing Precedents
- Tracing Dependents
- Formula Error Checking
- Evaluating Formulas
- Using the ROUND Function
- Using the IFERROR Function
- Using the IFNA Function

Module 8: Conditional Calculations and Formatting

- Using Conditional Functions
- Creating Conditional Functions with Multiple Criteria
- Using SUMPRODUCT
- Applying Conditional Formatting Rules
- Customizing Rules
- Data Bars, Color Scales, and Icon Sets
- Creating a Conditional Formatting Formula
- Managing Rules
- Clearing Conditional Formatting Rules

Module 9: Managing Multiple Workbooks

- Linking Workbooks with Formulas
- Updating Information between Workbooks
- Troubleshooting Linked Workbooks
- Using Data Consolidation across Workbooks
- Protecting Workbooks
- Protected Cells and Worksheets

Module 10: Sharing Excel Data with Other Applications

- Creating Embedded Objects
- Editing Embedded Objects
- Creating Linked Objects
- Updating Linked Objects
- Creating Excel Objects in Word
- Copying Charts to Word or PowerPoint
- Exporting Data to PDF or XPS Format