

EXCEL POWER USER

WHO SHOULD ATTEND

Those who have used Microsoft Excel and wish to expand their skills of the following:

- ◆ Building formulas and functions
- ◆ Create charts and pivot tables for analysis of worksheet data
- ◆ Automate common and repetitive procedures using macros and formatting techniques

PREREQUISITES

A working knowledge of skills outlined in the course Excel Introduction is recommended.

COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student concepts of Excel, a powerful and popular full-featured spreadsheet program, with a main focus on formulas, pivot tables, and macros.

WHAT STUDENTS RECEIVE

Each student receives their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the Word series to learn about word-processing or the PowerPoint series for presentations.

SKILLS LEARNED

- ◆ Review of the workbook environment
- ◆ Create, position and delete a custom toolbar
- ◆ Working with ranges
- ◆ Customizing the work area
- ◆ Building Relative and Absolute References
- ◆ Custom Formulas and Function Building
- ◆ Error handling
- ◆ Multiple Workbook files
- ◆ Formulas that link
- ◆ Linking cells, workbooks, and workspaces
- ◆ Inserting & Formatting Charts
- ◆ Chart types, items, and features
- ◆ Annotate worksheet data with graphic objects
- ◆ Colors, patterns, gradients, shades, and fills
- ◆ Single and multiple level sorts and filters
- ◆ Custom sort orders and filter criteria
- ◆ AutoFilter
- ◆ Advanced filters
- ◆ Sorting, subtotals, and previewing for a filtered list
- ◆ Special and custom formatting for text and numbers
- ◆ Page Set-up, Print Preview
- ◆ Print options
- ◆ Run and record Macros
- ◆ The Macro Recorder
- ◆ The Visual Basic Editor
- ◆ How to create, change, alter, refresh, and view Pivot Tables

COURSE OUTLINE

LESSON 1: Excel Overview

- ◆ Excel Review
- ◆ Workbook Ranges
- ◆ Tips & Tricks

LESSON 2: Formula & Functions

- ◆ Relative and Absolute References
- ◆ Custom Formulas and Function Building

LESSON 3: Multiple File Linking

- ◆ Workbook files
- ◆ Linking cells, workbooks, and workspaces

LESSON 4: Using Charts & Graphic Objects

- ◆ Inserting & Formatting Charts
- ◆ Annotate worksheet data with graphic objects

LESSON 5: Sorting & Filtering

- ◆ Single and multiple level sorts and filters
- ◆ Sorting, subtotals, and previewing for a filtered list

LESSON 6: Formatting & Printing Options

- ◆ Special and custom formatting for text and numbers
- ◆ Page Set-up, Print Preview

LESSON 7: Introduction to Macros & Pivot Tables

- ◆ Run and record Macros
- ◆ How to create, change, alter, refresh, and view Pivot Tables