

Microsoft Excel Advanced

Prerequisite

Excel Introduction and Excel Intermediate

Course Description

This course builds on the topics covered in *Excel Introduction* and *Excel Intermediate*. Students will learn how to work with mixed reference formulas as well as learning how to use other Excel functions (IF, Vlookup, Hlookup and text functions). They will learn how to create and modify Pivot Tables. They will learn how to create and use Scenarios.

Objectives

References

- Review Relative and Absolute References
- Create Mixed References

Excel Time Savers

- Data Entry Shortcuts
- Sheet Grouping and Editing

Functions

- Create the IF Function
- Use the VLOOKUP and HLOOKUP Functions
- Use the PMT Function
- Use Text Functions (Upper, Lower, Proper, Concatenate)
- Use the Today Function

Pivot Tables

- Create a Pivot Table
- Use the "Page" Area
- Add and Delete Fields from a Pivot Table
- Change Summary Functions
- Remove Grand Totals
- Refresh Data
- Format Pivot Tables
- Display the Top Items for a Pivot Table Field
- Change How a Pivot Table Displays Empty Cells
- Show and Hide Field Data
- Grouping Data
- Use the "Show Pages" Feature

Scenarios

- Create Scenarios
- View Scenarios
- Create a Summary Table of Scenarios
- Delete Scenarios

Class Length

3.5 hours
Instructor-led, hands-on course