COURSE DESCRIPTION

On this hands-on intermediate class you will learn how to work with data across multiple worksheets and workbooks, use named ranges, sort and filter data, use PivotTables and PivotCharts to analyze data, create sophisticated charts, enhance the look and appeal of workbooks using graphics and conditional formatting and learn to collaborate with others using Excel.

Students should have completed our Level 1 - Introduction class or have the equivalent experience prior to attending this course. Live face-to-face instructor - still the best way to learn!

LEARNING OBJECTIVES

- Working with multiple worksheets and workbooks
- Applying named ranges
- Sorting and filtering of data
- Working with PivotTables
- Applying conditional formatting
- Working with graphics
- Advanced Charting with Trendlines and Sparklines
- Collaboration with others on the same workbooks
- Protecting and securing workbooks

DETAILED COURSE OUTLINE

MANAGING WORKBOOKS

- Inserting and Deleting Worksheets
- Rearranging Worksheets
- Adding Hyperlinks
- Linking to other Workbooks
- Customizing Excel

NAMED RANGES

- Using Names in Formulas
- Other ways to use Named Ranges
- Naming Shortcuts
- Managing Named Ranges

FILTERING & SORTING DATA TABLES

- Sorting Data
- Custom Sorts
- Filtering Tables
- Using Auto-Filter
- Removing Duplicate Rows
- Working with Structured References
- Data Validation
- Transposing Rows and Columns
- Using Built-in Functions

SUMMARIZING DATA

- Consolidating Data
- Using Sub-totals Using Nested Functions

PIVOTTABLES

- About PivotTables
- Creating PivotTables
- Formatting PivotTables
- Manipulating PivotTables
- Viewing Subsets of PivotTable Data
- Adding Slicers
- Creating PivotCharts

PRESENTATION FEATURES

- Conditional Formatting
- Graphical Conditional Formatting
- Custom Formats
- Adding Graphics
- Adding Smart Art

ADVANCED CHARTS

- Special Chart Types
- Inserting Trendlines
- Combination Charts
- Chart Templates
- Inserting Sparklines
- Quick Analysis Options

COLLABORATION

- Controlling Access with Permissions
- Protecting and Securing Workbooks
- Shared Workbooks
- Adding Comments
- Tracking Changes
- Merging Shared Workbooks