Excel Level III: Advanced

Learn advanced Excel functions, macros, and data analysis to improve efficiency and manage complex data in any job setting. This advanced course is ideal for Excel power-users.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit:
https://www.nobledesktop.com/classes/advanced-excel-classes

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Course Outline

Advanced Navigation

Advanced Navigation
Advanced navigation techniques

Fill Review
Review of Autofill conventions and techniques

Cell Management

Advanced Cell Locking
Create powerful formulas by locking either the column or the row

Hot Keys
Transform the ribbon into a visual listing of pre-assigned shortcuts

Cell Auditing
Observe the relationship between formulas and cells

Go to Special
Quickly select cells that meet certain criteria

Special Formatting

Conditional Formatting-Formulas
Create custom rules for Conditional Formatting with formulas

Date Functions
Calculate dates with a variety of functions

Custom Number Formats

Customize number formats to meet specific requirements

Advanced Functions

Nested IF Statements
Nested "IF" statements allow for more than just two possibilities in a single cell

IF Statements with AND/OR
Expand the functionality of the IF function by adding an AND / OR criteria

What If Analysis

Goal Seek
Find the desired result by adjusting an input value

Data Tables
Data Tables show the range of effects of one or two different variables on a formula

Advanced Analytical Tools

Calculation Options
Minimize volatility by changing calculation options

Conditional SumProduct
Use SumProduct with conditions to exclude data that does not meet certain criteria

Pivot Table-Base Fields & Sets
Analyze data in a Pivot Table with increased granularity by defining base fields and sets

Pivot Table-Calculations
Create calculated rows or columns in a Pivot Table that go beyond the source data

Pivot Charts
Create dynamic, graphical representations of Pivot Table data

Advanced Database Functions

XMATCH Function
Return the relative position (column or row number) of a lookup value

INDEX-MATCH
Efficiently return a value or reference from a cell at the intersection of the row and column

INDEX-Double MATCH
Use a second Match function to create a powerful, two-way lookup tool

Introduction to Macros

Recording Macros
Record macros that involve formatting and calculations

Dynamic Arrays

Dynamic Arrays

Use formulas that can return arrays of variable size

End of Class Projects

Projects

End of class project to review key concepts from the class