

Microsoft Excel Advanced

Managing Excel

- Creating Custom Views
- Excel Workspace Files

Advanced Functions

- VLOOKUP Function
 - Comparing two sheets
 - ISERROR Function
 - Combining IF Functions and VLOOKUP
- SUMIF and SUMIFS Functions
- COUNTIF and COUNTIFS Functions
- Text Functions
 - Concatenate, Left, Right and Trim
- Date and Time Functions

Excel Protection

- Cell Range Protection
- Applying Worksheet Protection
- Password Protecting a Workbook
- Hiding Formula in cells

Auditing

- Excel Auditing Tools
 - Tracing
 - Evaluate Formula
 - Error Checking

Data Validation

- Text, Numbers, decimals & dates
- Input, Error and Stop Messages
- Creating Dropdown List
- Circle Invalid Data
- INDIRECT Function

Advanced Conditional Formats

- Using Formulas with Absolute options

Advanced Pivots

- Show Values As
 - % of Grand Total
 - Running Total in
 - Ranking
- Slicer Connections
- Calculated Field
- Multiple Consolidation Ranges
- Dashboard display

Input Tables

- One-Input Data Tables
- Two-Input Data Tables

Advanced Filters

- Filter and copy to another location
- Extract a list of unique records
- Consolidation
 - Worksheets in workbook
 - From different workbooks
 - Functions and Links
- Advanced Chart Options
 - Adding a secondary axis
 - Creating a combined line and column Chart
 - Adding Trendlines
 - Adding Graphics
 - Save Chart As Template
- Custom Number Formats
- Custom Date Formats
- Importing/Exporting Data
 - Text Files
 - CSV Files