Advanced Excel Class

Learn to work with complex data sets and perform advanced analysis in this advanced Excel course. Discover more advanced functionality for Pivot Tables, and find ways to automate repetitive tasks. Learn how to use advanced tools for analysis, functions, and formatting.

What you learn in the advanced Excel course

- **Locking Cells**: Learn to lock rows or columns with mixed cell referencing, which is helpful with formulas that span multiple rows or columns.

- **Advanced Conditional Formatting**: Discover ways to automatically apply conditional formatting in Excel using formulas, such as all positive values appearing as green and all negative values appearing as red.

- **Nested IF Statements**: Go beyond the standard IF statements limited to either TRUE or FALSE. Use nested IF statements to include multiple options. For example, a teacher can evaluate cell values and have a range of 90 to 100 report the grade as an "A" while 80-89 would report as a "B".

- **AND/OR IF Statements**: Create complex logic statements in Excel using AND/OR IF statements. These statements can match either one conditional or multiple conditionals.

- **Goal Seek**: Find values needed to create a desired output across an Excel sheet or workbook. Use goal seek tool to find values necessary to meet a specific result, such as the amount necessary to meet a savings goal.

- **Data Tables**: Find out the impact of making changes to a single input impacts a targeted output, or build sensitivity analysis. Data Tables in Excel can show how compound interest can grow, allowing the exploration of various interest rates.

- **Pivot Charts**: Learn to visualize data compiled into Pivot Tables using Pivot Charts.

- **MATCH VLOOKUP**: Create a more powerful VLOOKUP by using the the MATCH function, which can locate the column input.

- **MATCH INDEX**: Find out how to perform a reverse lookup that goes beyond VLOOKUP, and then discover how to combine two MATCH's within the INDEX for building Excel formulas that are capable of data extraction.

- **Auditing Cells:** Discover options to locate errors within formulas as well as ways to trace for precedent cells referenced in another cell, and dependent cells which reference other cells.

- **Hot Keys**: If you prefer to work from your keyboard rather than a mouse, learn to create Hot Keys that automate functions and commands with a keystroke

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Advanced Excel Class

Working Across Sheets and Files

- Data consolidation

Pivot table calculations and charts

- Creating a PivotTable from a list or a table

- Customizing a PivotTable

- Refreshing a PivotTable

- Creating a calculation in a PivotTable

- Creating Pivot charts

- Creating a table from a list

- Using what-if analysis tools

Working with custom formats

- Locking cells

- Learn to lock rows or columns with mixed cell referencing

- Lock rows

- Lock columns

- Mixed cell referencing

- Custom number formats

Advanced conditional formatting

- Automatically apply conditional formatting

Nested IF statements:

- Beyond the standard IF statements

- Use nested IF statements

- Create complex logic statements

- Creating conditionals

Goal seek

- Find values to create an output across an Excel sheet/workbook.

- Use a goal seek tool to find values to meet a specific result

Data Tables

- Impacting a targeted output

- Building sensitivity analysis

Match vlookup

- Create a VLOOKUP by using the MATCH function

Match index

- Performing a reverse lookup

- Discovering how to combine two MATCH's within the INDEX Data extraction

Working with Macros

Extra Sheets

- Auditing Cells

- Discovering errors within formulas

- Tracing for dependent cells and precedent cells

- Go to special

Hot Keys

- Automate functions and commands

- Text formatting to calculations using your keyboard

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