**Excel Advanced: For version 2010, 2013 or 2016**

**Course Description**

Microsoft Excel is a powerful tool you can use to create and format spreadsheets and analyze and share information to make more informed decisions. This class is designed for students that want to use the full power of Excel with functions, VLookups, PivotTables and Macros.

**Who Should Attend**
Students who would like to get the most out of Excel and are experienced with formulas and functions.

**Prerequisites**Excel Intermediate or equivalent skills. Must be able to work with multiple worksheets, use named ranges, and work with functions.

**Course Outline**

* **Working with Advanced Functions**Working with Functions
Nesting Functions
Working with the IF Function
Using HLookup & VLookup
Using Text Functions
* **Analyzing Data**

Using Automatic Outlining
Consolidating Information
Inserting Subtotals
Creating an Advanced Filter
Using Database Functions

* + **Working with Data**Importing Data from a Text File
	Exporting Data
	Converting Text to Columns
	Using Flash Fill
	Connecting to Data in Access
	Creating and Importing a Web Query
	Working with Hypertext Links
	+ **Creating and Working with PivotTables**Working with PivotTables
	Modifying PivotTable Fields
	Using a Report Filter
	Refreshing & Formatting a PivotTable
* **Enhancing PivotTables**Working with Summary Functions
Sorting Items in a PivotTable
Creating a Slicer
Grouping Data
Using a Timeline
Applying Label and Value Filters
Creating a Calculated Field & Item
Creating Charts from PivotTables
* **Working with Macros**Recording, Saving, and Executing a Macro
Creating and Working with Macro Button
* **Working with Data Analysis Tools**Working with Scenarios
Using Goal Seek
Using One and Two-Input Data Tables
Understanding Solver
Defining & Solving a Problem

**Course Format – 6 hours**Combination lecture and classroom exercises. Each student must bring their own laptop with Excel pre-loaded.