**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.