

Excel Advanced

This course is designed for the Excel user that would like to know the more technical features of the software. We'll learn how to automate with macros, reorganize information quickly by dropping and dragging information into a Pivot Tables, insert files into Word which link back to Excel documents, merge multiple worksheets, and use the IF function in formulas. This is the course that can make you more than just average in Excel.

Course Length

8 hours

Course Objectives

1. Know how to create and apply macros
2. Create pivot table and charts from existing worksheet information
3. Copy text and numbers with the paste special command
4. Link Excel files into Word
5. Link information between workbooks
6. Know how to track changes made to a workbooks
7. Set up Excel as a database
8. Use range names in formulas
9. Able to sort and filter information
10. Know how to both hide and unhide worksheets within a workbook
11. Can merge multiple workbooks
12. Create a formula using the IF function

Course Lessons

- Creating macros
- Creating pivot tables and charts
- Using the paste special command
- Pasting or linking an Excel file into Word
- Linking workbooks
- Tracking changes to workbooks
- Using range names
- Sorting and Filtering a List
- Hiding and un hiding worksheets
- Merging multiple workbooks
- Database basics
- Creating a formula with IF function

Course Materials Supplied

- **Course Booklet**
Every participant receives a booklet that contains course notes, and a listing of Internet resources.
- **Free CD**
Contains Excel resources such as Templates and containing links to Free Tutorials and Tips & Tricks Websites.

