

## COURSE OVERVIEW

# Two-day Workshop on Advanced Microsoft® Excel® Techniques

## OVERVIEW

You may use Excel daily, or maybe only casually, but one thing's for sure—you've probably wished you knew more about this dynamic program.

That's why you'll want to attend this workshop. In it, you'll learn ways to make your job easier and increase the sophistication of your data reporting and analyzing. Each session focuses on time-saving techniques and advanced how-to's, exploring those previously "programmer only" features and more.

Along with this practical and usable training, you'll learn how to integrate your work within the Office "family" for even greater results.

If you've ever been frustrated using Excel because you knew there had to be a better way of accomplishing your tasks, you'll soon be on your way to getting more done—and more efficiently—with this power-boosting workshop.

## LEARNING OBJECTIVES

- Discover time-saving techniques that'll allow you to get your work done faster
- Understand how to use the Analysis ToolPak to make complex data analysis a snap

- Practice creating a PivotTable report to analyze volumes of data, generate summary views, see comparisons and reveal patterns in your data
- Discover a quick way to learn VBA syntax and add power to your spreadsheets

## COURSE HIGHLIGHTS

### Time-saving techniques

- Format large blocks of cells quickly and efficiently with the Format Painter
- Make your titles and headings stand out by using the Merge and Center formatting feature
- How to fill out an entire column of data using the Flash Fill tool
- Why and how to create relationships between tables
- Create custom AutoFilters to view data the way you want to and take advantage of the search filter
- Simple techniques to connect to a variety of data sources, such as SQL Server®, Windows Azure® Marketplace and others, and import data into Excel
- Create custom fill lists that ensure accurate data entry
- Designing forms and formatting
- Save time by using templates to create your worksheets
- How to use Excel to quickly create professional-looking forms in minutes

- Change the format of the entire worksheet and make it more appealing
- How to implement conditional formatting, take advantage of icon sets, utilize improved data labels and a dozen other formatting tips and techniques for making your data stand out
- Create stunning 3-D effects with your cells and implement artistic effects on images in your worksheets
- Using combo boxes, list boxes and option buttons in your worksheets to control data entry

### Data analysis and formulas

- Get instant data analysis with the Quick Analysis tool
- Use the Goal Seek function to help determine how to get your desired result
- Understand the new Excel functions so you can determine which ones work best for you
- How slicers can also filter data in Excel tables, query tables and other data tables in addition to PivotTables
- Do a What-If analysis to help make business decisions using the Scenario tool
- How to load and use the Analysis ToolPak to analyze data far beyond your daily needs

## COURSE OVERVIEW

### Advanced charting and graphing functions

- Learn a simple technique for creating a basic chart with a single keystroke
- Use pictures to create exciting charts that are even more descriptive than the typical lines and bars
- How to insert a sparkline into a cell for a visual representation of your data
- The best way to visualize your data in a chart by using recommended charts
- Discover the changes to the chart ribbon, how to create a combo chart and how to create a doughnut chart

### Getting the most out of PivotTable and PivotChart reports

- The ins and outs of Excel PivotTable and PivotChart reports, including how to create a stand-alone PivotChart
- Jump-start your use of PivotTables with the Recommended PivotTables feature
- Create relationships between tables so you can use one PivotTable to search them all at the same time
- Drill down, drill up and cross-drill in your PivotTable without the hassle of going back to your source data to identify specific information
- Change your PivotTable field settings to summarize the data in different ways from the default, such as average, minimum, maximum or even custom settings
- Learn how to “pivot” your data with a simple click of the mouse
- Maximizing the power of Excel with VBA and macros
- How to use the macro recorder and how to manage macro security

- View and modify modules, forms and other worksheet code using the Project Explorer and Visual Basic® Editor
- How to use loops to repeat commands multiple times until a desired condition is met
- Write conditional If/Then statements in your VBA code to execute other functions, control program flow and allow user input
- Stop typing complex formulas repeatedly by creating your own custom functions that do the work for you
- Add a button control using VBA that runs a macro when clicked

### Excel and the Internet

- Receive continuously updated data from a Web site so your worksheets are always current
- Update charts you have posted to the Web at regular intervals by using a simple macro that does the work for you
- How to embed worksheet data in a Web page
- Select it once and watch Excel automatically update your selection from the Web at regular intervals
- Work together in real time on an Excel workbook with anyone who has an Internet connection by using OneDrive® for Business
- Publishing and updating spreadsheets to the Web as a Web page
- Validating and securing your data
- Avoid worksheet corruption and data loss by locking values and formulas in your spreadsheets
- Use the formula auditing tools in Excel to track down and correct mistakes

- Learn how and when to use the Trust Center to manage the security settings for your documents
- Limit who can open and use the data in your workbooks by enabling password security
- Ensure accuracy and consistency in forms others use by setting appropriate validation rules

## TRAINING DELIVERY

- Pre-training: Tailoring and customization of content
- Delivery of training using presentation, small group exercises, case studies, role-plays, games, etc.
- Post-training: Follow-up within 30 days to review information, provide coaching, set goals, etc. (optional)