EXCEL ADVANCED

Course length: 1 day (6 hours)

Overview: This course rounds out the Excel training with emphasis on more advanced functions and formulas, as well as charts and graphs, and pictures and shapes.

Prerequisites: Introductory and Intermediate classes or equivalent experience.

Class Fee: $219

CLASS OUTLINE

Using Formulas to Conditionally Summarize Data
- Using SUMIF
- Using SUMIFS
- Using COUNTIF
- Using COUNTIFS
- Using AVERAGEIF
- Using AVERAGEIFS

Using Formulas to Look Up Data in a Workbook
- Using VLOOKUP
- Using HLOOKUP

Adding Conditional Logic Functions to Formulas
- Using IF
- Using AND
- Using OR
- Using NOT

Securing Your Work Before Sharing It with Others
- Protecting a Worksheet
- Protecting a Workbook
- Allowing Multiple Users to Edit a Workbook Simultaneously
- Using the Document Inspector
- Signing a Workbook Digitally
- Marking a Document as Final

Building Charts
- Selecting Data to Include in a Chart
- Choosing the Right Chart for Your Data
- Creating a Bar Chart

Formatting a Chart with a Quick Style
Formatting the Parts of a Chart Manually
- Changing a Chart's Fill Color or Pattern
- Changing the Chart's Border Line
- Formatting the Data Series
- Modifying a Chart's Legend

Modifying a Chart
- Deleting Elements from a Chart
- Moving a Chart
- Resizing a Chart
- Choosing a Different Chart Type

Creating PivotTables
- Creating and Adding Data to a Basic PivotTable
- Adding Data from Another Worksheet to the PivotTable
- Adding Charts to the PivotTable
- Using the Slicer to Bring Data Forward
- Adding Sparklines to a PivotTable
- Creating a PivotChart Report

Inserting Pictures
- Inserting a Picture from a File
- Inserting a Clip Art Picture
- Using SmartArt Graphics

Adding Shapes
- Inserting Basic Shapes
- Drawing Lines
- Inserting a Block Arrow
- Creating a Flowchart
- Creating an Organization Chart

Copying or Moving a Graphic
Formatting Graphics
- Applying Styles to Shapes
- Applying Quick Styles to Graphics
- Resizing a Graphic
- Rotating a Graphic
- Resetting a Picture to Its Original State

Adding Graphic Enhancements Using Picture Tools
- Changing a Graphic with Artistic Effects
- Using the Color Feature to Enhance Images
- Making Corrections to a Graphic
- Applying a Picture Style
- Customizing Picture Borders
- Applying a Picture Effect
- Using Picture Properties
- Using Screenshot to Capture and Crop Images