

# Microsoft Excel - Advanced

# **Detailed Content**

#### **Look Up Functions**

Understanding Data Lookup
Functions
Using VLOOKUP
Using VLOOKUP for Exact
Matches
Using HLOOKUP
Using INDEX
Using Match
Understanding Reference
Functions
Using ROW and ROWS
Using COLUMN and COLUMNS
Using ADDRESS
Using INDIRECT
Using OFFSET

#### **Setting Excel Options**

Understanding Excel Options
Personalising Excel
Setting the Default Font
Setting Formula Options
Understanding Save Options
Setting Save Options
Setting the Default File Location
Setting Advanced Options

## **Protecting Data**

Understanding Data Protection
Providing Total Access to Cells
Protecting a Worksheet
Working With a Protected
Worksheet
Disabling Worksheet Protection
Providing Restricted Access to
Cells
Password Protecting a Workbook
Opening a Password Protected
Workbook
Removing a Password From a
Workbook

## Importing and Exporting

Understanding Data Importing Importing From an Earlier Version Understanding Text File Formats Importing Tab Delimited Text Importing Comma Delimited Text Importing Space Delimited Text Importing Access Data Working With Connected Data Unlinking Connections Exporting to Microsoft Word Exporting Data as Text Inserting a Picture Modifying an Inserted Picture

## **Data Linking**

Understanding Data Linking Linking Between Worksheets Linking Between Workbooks Updating Links Between Workbooks

# **Grouping and Outlining**

Understanding Grouping and Outlining Creating an Automatic Outline Working With an Outline Creating a Manual Group Grouping by Columns

## **Data Consolidation**

Understanding Data Consolidation Consolidating With Identical Layout Creating a Linked Consolidation Consolidating From Different Layouts Consolidating Data Using the SUM Function

#### **Scenarios**

Understanding Scenario
Creating a Default Scenario
Creating Scenarios
Using Names in Scenario
Displaying Scenarios
Creating a Scenario Summary
Report
Merging Scenarios

#### **Pivot Tables**

Understanding Pivot Tables
Recommended Pivot Tables
Creating Your Own PivotTable
Defining the PivotTable Structure
Filtering a PivotTable
Clearing a Report Filter
Switching PivotTable Fields
Formatting a PivotTable
Understanding Slicers
Creating Slicers
Inserting a Timeline Filter

### PivotTable Features

Using Compound Fields Counting in a PivotTable Formatting PivotTable Values Working With PivotTable Grand Totals Working With PivotTable Subtotals Finding the Percentage of Total Finding the Difference From Grouping in PivotTable Reports Creating Running Totals Creating Calculated Fields **Providing Custom Names** Creating Calculated Items PivotTable Options Sorting in a PivotTable



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#### **PivotCharts**

Inserting a PivotChart
Defining the PivotChart Structure
Changing the PivotChart Type
Using the PivotChart Filter Field
Buttons
Moving PivotCharts to Chart Sheets

# Validating Data

Understanding Data Validation
Creating a Number Range
Validation
Testing a Validation
Creating an Input Message
Creating an Error Message
Creating a Drop Down List
Using Formulas as Validation
Criteria
Circling Invalid Data
Removing Invalid Circles
Copying Validation Setting

# **Information Functions**

Understanding Information
Functions
Using the CELL Function
Using the ISBLANK Function
Using the ISERR Function
Using the ISODD and ISEVEN
Functions
Using the ISNUMBER and ISTEXT
Functions
Using the TYPE Function

#### **Maths Functions**

Understanding Maths Functions
Using SQRT
Using ABSUsing INT
Using TRUNC
Using ROUND
Using ROUNDDOWN and
ROUNDUP
Using ODD and EVEN
Using CEILINGMATH
Using MROUND
Using PRODUCT
Using SUMIF
Using SUMIFS
Using SUMPRODUCT

#### **Text Functions**

Understanding Text Functions
Using the PROPER Function
Using the UPPER and LOWER
Functions
Using the CONCATENATE
Function
Using the LEFT and RIGHT
Functions
Using the MID Function
Using the LEN Function
Using the SUBSTITUTE Function
Using the T Function
Using the TEXT Function
Using the VALUE Function

#### **Recorded Macros**

**Understanding Excel Macros Setting Macro Security** Saving a Document as Macro Enabled Recording a Simple Macro Running a Recorded Macro Relative Cell References Running a Macro With Relative References Viewing a Macro Editing a Macro Assigning a Macro to the Toolbar Running a Macro From the Toolbar Assigning a Macro to the Ribbon Assigning a Keyboard Shortcut to a Macro Deleting a Macro Copying a Macro

## **Recorder Workshop**

Preparing Data for an Application Recording a Summation Macro Recording Consolidations Recording Divisional Macros Testing Macros Creating Objects to Run Macros Assigning a Macro to an Object