

EXCEL BEYOND THE BASICS

Available Dates: **Call for Dates**

Class Length: **3-days day**

Cost: **\$1,690**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This 3 day course will teach you to work faster and smarter with Excel. It's frustrating to know what Excel can do, but not understand the techniques to accomplish it. You will learn not only the formulas, database techniques and macro commands to make work go faster, but you will also learn the tips and keystroke commands the pros rely on to make data more useful and worksheets easier to manipulate. Complicated charts and graphs that once took hours to compile will now only take minutes to set up and assemble. You'll learn when it makes sense to use a macro, how to debug a macro and how to create and manage a PivotChart. Time spent now will save hours of frustration later!

Course Outline:

Lesson 1: Becoming Acquainted with Excel

Topic A: What is Excel?

Topic B: History of Spreadsheets

Topic C: Excel Navigation Basics

Topic D: Creating, Saving, and Opening Workbooks

Topic E: Getting to Know the Ribbon

Topic F: Quick Access Toolbar

Topic G: Identifying the Current Cell

Topic H: Entering Data into a Worksheet

Topic I: Getting Help

Lesson 2: Navigating and Working with Worksheets

Topic A: Moving Between Cells Using the Keyboard

Topic B: Selecting Cells

Topic C: Worksheets

Lesson 3: Best Ways to Enter and Edit Data

Topic A: Data Types

Topic B: Inserting Special Characters

Topic C: How to Change Column Widths

Topic D: How to Change Row Heights

Topic E: Correcting Typing Mistakes

Topic F: Shortcuts for Entering and Correcting Data

Topic G: Creating, Viewing, Editing, Deleting, and Formatting Cell Comments

Lesson 4: Formatting and Aligning Data

Topic A: Formatting Your Text Using the Font Group

Topic B: Formatting Numeric Data Using the Number Group

Topic C: Aligning Data Using the Alignment Group

Topic D: Using Format Painter to Copy Formatting

Topic E: Using the Mini-Toolbars and the Context Menu

Topic F: Inserting, Deleting, Hiding, and Unhiding Rows and Columns

Topic G: Inserting and Deleting Cells

Lesson 5: Different Ways of Viewing and Printing your Workbook

Topic A: Views

Topic B: Printing

Topic C: Dividing the Excel Window into Panes

Topic D: Freezing Rows and Columns

Topic E: Synchronizing Scrolling

Topic F: Custom Views Hot to Create, Show, and Delete

Lesson 6: Understanding Backstage

Topic A: Backstage Overview

Topic B: Info Group-Viewing, Adding, and Editing Information About the Workbook
Topic C: New Group-Creating a New Workbook
Topic D: Open Group-Open a Workbook
Topic E: Save and Save As groups-Saving a Workbook Using Save or Save As
Topic F: Print Group-Printing a Workbook
Topic G: Share Group-Sharing Workbooks
Topic H: Account Group

Lesson 7: Creating and Using Formulas

Topic A: Formulas
Topic B: AutoCalculate Tools
Topic C: Viewing Formulas
Topic D: Creating Named Ranges and Constants
Topic E: Absolute Cell References
Topic F: Mixed Cell References

Lesson 8: Excel's Pre-existing Functions

Topic A: Excel's Built-in Functions
Topic B: Function Construction
Topic C: Functions That Sum Values
Topic D: IF>Returns Different Values Depending upon if a Condition Is True or False
Topic E: Absolute Cell References
Topic F: OR>Returns TRUE if Any Argument is TRUE
Topic G: Date Functions

Lesson 9: Auditing, Validating, and Protecting Your Data

Topic A: Validating Your Data and Preventing Errors
Topic B: Evaluating Formulas
Topic C: Formula Auditing
Topic D: Proofreading Cell Values-Have Excel Read Back Your Entries
Topic F: Spell Checking
Topic G: Thesaurus
Topic H: Protect Worksheets and Cells from Accidental or Intentional Changes

Lesson 10: Using Hyperlinks, Combining Text, and Working with the Status Bar

Topic A: Working with Hyperlinks
Topic B: Concatenation and Flash Fill
Topic C: Using the Status Bar

Lesson 11: Transferring and Duplicating Data to Other Locations

Topic A: Moving and Copying Data
Topic B: Paste Special
Topic C: Inserting Copied or Moved Cells
Topic D: Using the Microsoft Office Clipboard
Topic F: Entering Data into Multiple Worksheets at the Same Time

Lesson 12: Working with Tables

Topic A: Creating and Formatting Tables
Topic B: Sort and Filter a Table
Topic C: Adding to the Excel Table
Topic D: Filtering Data with a Slicer
Topic F: Using Themes
Topic G: Applying and Defining Cells Styles
Topic H: Conditional Formatting

Lesson 13: Working with Charts

Topic A: Chart Types
Topic B: Creating and Modifying Charts
Topic C: Pie Charts
Topic D: Combination Chart

Topic F: Hierarchical Charts

Topic G: Sparklines

Lesson 14: Importing Data

Topic A: Importing Data into Excel

Topic B: Importing Text Files

Topic C: Importing Data from an Access Database

Topic D: Importing Data from a Web Site

Topic F: Importing Data Using a Query

Lesson 15: Using PivotTables and PivotCharts

Topic A: Working with PivotTables

Topic B: Creating a PivotChart

Topic C: Creating PivotTable on a Relational Database

Lesson 16: Enhancing Workbooks with Multimedia

Topic A: Adding Pictures to the Worksheet

Topic B: Using Screenshot

Topic C: Working with WordArt

Topic D: Adding and Modifying Shapes

Topic E: Using SmartArt

Topic F: Inserting Sound into a Worksheet

Topic G: Inserting Video into a Worksheet

Topic H: Using Bing Maps

Lesson 17: Automating Task with Macros

Topic A: Creating (Recording) a Macro

Topic B: The Problem with Absolute Cell References

Topic C: Saving a Macro-Enabled Workbook

Topic D: Creating a Macro Using Relative Cell References

Topic E: Adding Macros to the Quick Access Toolbar and Other Objects

Topic F: Sharing the Personal Workbook with Others

Topic G: Looking at VBA Code

Topic H: Creating Macros from Code