Advanced Microsoft Excel Techniques

You may use Microsoft 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 two-day Excel workshop. In it, you'll learn ways to make your job easier and increase the sophistication of your data reporting and analyzing. Each Excel advanced training session focuses on saving-you-time techniques, 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 suite 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 — more efficiently — with this power-boosting workshop. Enroll today!

For an optimal experience with this course, we recommend Excel 2016 and later. Windows platform preferred.

Day 1

Session 1
Time-Saving Techniques — Understanding Essential Power Shortcuts and Functions

- Learn the must-know shortcuts and functions for power users
- Get your work done faster by using keyboard shortcuts and speed keys
- Expand your skills using CONVERT, COUNTIFS and SUMIFS
- Analyze data by consolidating data sets stored on different sheets
- Construct PivotTable reports out of tabular data

Session 2
Charting Essentials

- There are dozens of options for charting your data in Excel; which one should you use?
- Understand the fastest way to build a chart
- Customize standard charts with trendlines and custom settings
- Use sparklines to make your workbook data more visual
- Apply custom number formatting and conditional formatting to data visualizations

Session 3
Mastering Forms, Form Objects and Templates

- Prepare to build forms by displaying the developer tab
- Insert and configure the correct form control
- Create ironclad templates to protect your forms and form controls from other users

Day 2

Session 1
Data Visualization Techniques

- Best practices for visualizations
- Configure combination charts to compare a series of very large numbers with a series of very small numbers
- Develop dial charts and Gantt charts

- Use small multiples to deliver a cleaner, clearer vision of your data
- How to illustrate geo datasets with Excel's amazing 3-D mapping tool

Powerful Data Analysis Tools

- Use formula auditing tools when you're the original author of a workbook
- Experiment with different inputs and compare the outputs using Scenario Manager
- How to work backwards from a desired result using Goal Seek
- Harness the Solver to help schedule employees while controlling payroll
- Use the Descriptive Statistics tool to calculate details about a population of numbers instead of writing many formulas
- Forecast sales and expenses based on historical patterns using the Forecast tool and Excel's Analysis ToolPak

You'll also receive the Microsoft Excel for Office 365 Tool Kit, a robust reference guide containing helpful shortcuts and a glossary of Excel terms.

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