

One-Day Advanced Training for Microsoft Excel

As an Excel user, you know that the software has nearly unlimited capabilities for making your job easier and less stressful. But learning the countless features available to you can be a daunting task. This LIVE, virtual workshop will teach you the most advanced features and functions Excel offers — taking your level of proficiency from mid-level to advanced. After a few hours of training, you'll be amazed at how this powerful program can work for you.

This intensive training puts you in command of Excel's most advanced features and functions. We strongly recommend that you be an experienced or mid-level Excel user in order to get the most out of this incredible training.

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

Session 1

Excel Tables and PivotTable Reports

- Determine the best way to organize your data
- Recognize the difference between reports, crosstabs and tables
- How to build a table – complete with shortcuts
- Work more effectively with tables using Table Tools
- How to create a PivotTable
- Create a relationship between two tables
- Understand the PivotTable Tools Analyze and Design tabs
- Practice converting a table to a PivotTable report

Session 2

Absolute vs. Relative Cell References and Formatting

- Write formulas with relative and absolute cell references
- Build formulas with cell references, rather than fixed values
- Audit workbooks with formulas to troubleshoot errors
- Use a table to simplify the need to use absolute and relative cell references
- Practice your understanding of relative and absolute references

Session 3

VLOOKUP and Other Common Functions

- Understand the most common text functions like UPPER, PROPER, MID and CONCAT
- Discover how to use IF functions to make logical comparisons
- Understand the purpose – and drawbacks – of VLOOKUP
- Efficiently use VLOOKUP, INDEX and MATCH
- How to use logical formulas (TRUE/FALSE)
- Practice building formulas with functions

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.

