



### Microsoft Excel - Advanced

**Microsoft Excel - Advanced** is a one-day course focused on using Microsoft Excel to transform created, edited, and formatted basic spreadsheets into a more visually effective presentation through developing skills to enhance spreadsheets with templates, charts, lists and formulas. In this course you will also learn the latest and greatest features of Microsoft Excel including, the improved styles and themes, enhanced sorting and filter, improved tables and charts, better conditional formatting, easier formula writing and duplicate removal.

**Target Student:** Anyone interested in acquiring skills necessary to use Microsoft Excel to create templates, sort and filter data, import and export data, and analyze data.

**Prerequisites:** Microsoft Excel - Introduction or equivalent knowledge.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured hands-on activities.

**Benefits:** Upon successful completion of this course, you will be able to organize your data, streamline your data entry, use a variety of functions and make the workbook available in a variety of formats.

#### What's Next:

**Microsoft Word - Introduction** Learn how to create, revise, and save documents for printing and future retrieval.

**PowerPoint** Learn how to design, create, and deliver presentations with pizzazz.

**Adobe Acrobat/PDF** Learn how to create and secure PDFs for document distribution on the Web.

**Adobe InDesign – Level 1** Lay out professional, print-ready documents from postcard to poster with Adobe's powerful page layout program.

#### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Create and apply templates.
- Add security to a worksheet.
- Calculate with advanced formulas.
- Fix formula errors.
- Sort and filter data.
- Work with lists and use data validation.
- Insert a graphic.
- Insert an Excel worksheet into other programs.



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1 Day

**Managing Workbooks**

Viewing a Workbook  
Working with the Workbook Window  
Splitting and Freezing a Workbook Window  
Selecting Worksheets in a Workbook  
Inserting and Deleting Worksheets  
Renaming, Moving and Copying Worksheets  
Working with Multiple Workbooks  
Hiding Rows, Columns, Worksheets and Windows  
Protecting a Workbook  
Protecting Worksheets and Worksheet Elements  
Sharing a Workbook  
Creating a Template

**Working with Page Layout and Printing**

Creating Headers and Footers  
Using Page Breaks  
Adjusting Margins and Orientation  
Adjusting Size and Scale  
Adding Print Titles, Gridlines and Headings  
Advanced Printing Options

**More Functions and Formulas**

Formulas with Multiple Operators  
Inserting and Editing a Function  
AutoCalculate and Manual Calculation  
Defining Names  
Using and Managing Defined Names  
Displaying and Tracing Formulas  
Understanding Formula Errors

**Working with Data Ranges**

Sorting by One Column  
Sorting by Colors or Icons  
Sorting by Multiple Columns  
Sorting by a Custom List  
Filtering Data  
Creating a Custom AutoFilter  
Using an Advanced Filter

**Working with Tables**

Creating a Table  
Working with Table Size  
Working with the Total Row  
Working with Table Data  
Summarizing a Table with a PivotTable  
Using the Data Form  
Using Table Styles  
Using Table Style Options  
Creating and Deleting Custom Table Styles  
Convert or Delete a Table