



Advanced Microsoft Excel (1 Day)

COURSE GOAL: To familiarize users with the Charting, Mapping, and more advanced features of Microsoft Excel.

PREREQUISITES: Beginning Windows, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Create a more powerful charts
- Use the Map feature
- Manipulate figures with more advanced Functions
- Accelerate their work with Excel Macros

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Create a Map
<input type="checkbox"/>	<input type="checkbox"/>	Use the If/Then Statement with And, Or, Not
<input type="checkbox"/>	<input type="checkbox"/>	Use the Lookup function to automatically input data
<input type="checkbox"/>	<input type="checkbox"/>	Create a Custom Chart
<input type="checkbox"/>	<input type="checkbox"/>	Consolidate Data
<input type="checkbox"/>	<input type="checkbox"/>	Create your own Toolbar
<input type="checkbox"/>	<input type="checkbox"/>	Word with Drawing Tools
<input type="checkbox"/>	<input type="checkbox"/>	Create and Run a Macro

If you answered NO to three or more of these questions, and understand Basic Windows, you should attend this class.

KEY TOPICS:

I. Advanced Charting & Maps

- A. 3-D Charts
- B. Formatting the 3-D View
- C. Changing the Scale of the Value Axis
- D. Attaching Text
- E. Linking a Chart Title or Text Box to a Cell
- F. Stock Charts
- G. Custom Chart Types

II. Advanced Functions

- A. Logical Functions
- B. Lookup Functions
- C. Arrays

III. Consolidating Data

- A. Consolidating by Position
- B. Consolidating by Category

IV. Advanced Macros

- A. Creating a Basic Macro
- B. Editing an Existing Macro
- C. Making a Macro Interactive

V. Customizing the Quick Access Toolbar

VI. Importing and Exporting

- A. Importing and Exporting Non-Excel Files

VII. Data Tools

- A. Using the Watch Window
- B. Data Validation

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VIII. Macro Security

- A.** Changing Macro Security
- B.** Using Digital Signatures
- C.** Trusting Macro Workbooks