



Advanced Microsoft Excel (1 Day) ST85049

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:

Upon completion of this course the student will be able to:

- Create more powerful charts
- Use the map feature
- Manipulate figures with more advanced functions
- Accelerate work with Excel macros

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

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, and 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"/>	Work 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, you should attend this class.

VIII. Macro Security

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