

# Advanced Excel for Business

## Course Overview

Advanced Excel for Business covers the advanced applications of Excel used frequently by business professionals. This course is perfect for those with strong working knowledge and practice in Excel looking to apply more complex Excel features. In this advanced course, you will learn Goal Seek, Data Tables, advanced functions, and basic macros. You will build upon intermediate-level concepts, making your lookup functions more flexible, taking Pivot Tables to the next level, and facilitating workflow with cell management techniques and Hot Keys. In this hands-on course you will work on real-world examples, reinforcing the concepts with practice throughout the class, as well as a cumulative project at the end. Each attendee will receive access to our revolutionary Excel Fundamentals video suite, with lifetime access to several hours of premium content.

### Cell Management

- |    |                       |  |
|----|-----------------------|--|
| 1) | Advanced Cell Locking | Create powerful formulas by locking either the column or the row     |
| 2) | Hot Keys              | Transform the ribbon into a visual listing of pre-assigned shortcuts |
| 3) | Windows               | Techniques and keyboard shortcuts to allow editing of active windows |
| 4) | Cell Auditing         | Observe the relationship between formulas and cells                  |

### Special Formatting

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|----|---------------------------------|--|
| 5) | Date functions                  | Calculate dates with a variety of functions                  |
| 6) | Conditional Formatting-Formulas | Create custom rules for Conditional Formatting with formulas |

### Advanced Functions

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|----|---------------------------|--|
| 7) | Nested If statements      | Nested "IF" statements allow for more than just two possibilities in a single cell                       |
| 8) | If statements with AND/OR | Expand the functionality of the IF function by adding an "AND" or an "OR" criteria into the logical test |

### What If Analysis

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|-----|-------------|--|
| 9)  | Goal Seek   | Find the desired result by adjusting an input value                                  |
| 10) | Data Tables | Data Tables show the range of effects of one or two different variables on a formula |

### Advanced Analytical Tools

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|-----|--------------------------|---|
| 11) | Data Consolidation       | Summarize data from separate ranges and consolidate into a specified output range                             |
| 12) | Conditional SumProduct   | Use SumProduct with conditions to exclude data that does not meet certain criteria                            |
| 13) | Pivot Table-Calculations | Create calculated rows or columns in a Pivot Table that go beyond the source data                             |
| 14) | Pivot Charts             | Pivot Charts are dynamic, graphical representations of Pivot Table data that work in tandem with Pivot Tables |

### Advanced Database Functions

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|-----|--------------------|--|
| 15) | MATCH function     | Return the relative position (column or row number) of a lookup value                          |
| 16) | VLOOKUP-MATCH      | Create a more accurate VLOOKUP by enhancing the determination of the Column Index number       |
| 17) | INDEX-MATCH        | Efficiently returns a value or reference from a cell at the intersection of the row and column |
| 18) | INDEX-Double MATCH | Use a second Match function to create a powerful, two-way lookup tool                          |

### Introduction to Macros

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|-----|------------------|--|
| 19) | Recording Macros | Record Macros that involve formatting and calculations |
| 20) | Relative Macros  | Record relative reference macros for ad hoc reporting  |

### End of Class Project

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|-----|---------|--|
| 21) | Project | End of class project to review key concepts from the class |
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