

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Advanced Microsoft Excel
Course Length:	2 days
Prerequisite:	Intermediate Microsoft Excel
Course Description:	Topics include advanced functions, recording macros, linking workbooks, linking to other Office applications, data validation, data analysis, Pivot tables, conditional formatting, comments, change tracking, sharing and merging workbooks, creating custom user forms and auditing tools.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Using Advanced Functions<ol style="list-style-type: none">1.1. Evaluating Loans and Investments1.2. Calculating Loan Payments and Interest Rates1.3. Performing Advanced Financial Calculations1.4. Using Math Functions1.5. Using Statistical Functions1.6. Using Date Functions1.7. Using Time Functions1.8. Using Lookup, Logical, and Reference Functions1.9. Using Text Functions1.10. Using Database Functions2. Using Macros<ol style="list-style-type: none">2.1. Recording and Running Macros2.2. Editing Macros2.3. Macro Assignments3. Using Forms<ol style="list-style-type: none">3.1. Designing a Form Layout3.2. Creating and Automating Form Controls3.3. Creating and Automating Combo Boxes3.4. Calculating Values using Form Controls4. Data Integration<ol style="list-style-type: none">4.1. Linking Excel Workbooks4.2. Changing and Restoring Links4.3. Linking to Other Office Applications4.4. Exporting Data5. Working with Excel Lists<ol style="list-style-type: none">5.1. Advanced Filters5.2. Group, Outline and Subtotals5.3. Using the Data Form5.4. Querying an External Database6. Data Analysis<ol style="list-style-type: none">6.1. Working with PivotTables and Pivot Charts6.2. Using Scenarios6.3. Data Validation6.4. Conditional Formatting7. Auditing Worksheets<ol style="list-style-type: none">7.1. Checking and Reviewing Data7.2. Tracing Precedents and Dependents7.3. Correcting Errors and Invalid Data8. Working in Workgroups<ol style="list-style-type: none">8.1. Using Comments8.2. Sharing and Merging Workbooks8.3. Tracking Changes and Resolving Conflicts

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