

Microsoft Excel - Advanced

GoSkills online course syllabus

Sunday, August 9, 2020

Skill level

Intermediate

Lessons

28

Accredited by

CPD

Pre-requisites

None

Video duration

2h 26m

Estimated study time

14h for all materials

Instructor

Ken Puls

Essential Formula Knowledge

1

Understanding Dates

Understand how dates work in Excel using the TODAY, YEAR, MONTH, DAY and DATE functions.

2

Understanding Time

Understand how time works in Excel, and how to change from whole numbers into time increments and back again.

Intermediate Formula Knowledge

3

Formula Auditing

Learn to work with formula auditing tools including tracing precedent and dependent cells and formula evaluation.

4

Temporal Functions

Learn to work with the EOMONTH and EDATE functions that easily shift dates from one month or year to another.

5

VLOOKUP with Approximate Match

Learn to use VLOOKUP to find an approximate match and return it or the corresponding value from another column.

6

VLOOKUP with Exact Match

Learn to use VLOOKUP to find an exact match and return it or the corresponding value from another column.

7

Other Lookup Methods

Learn to work with INDEX, MATCH and HLOOKUP, as alternatives to the VLOOKUP function.

Optimizing Data

8 **Naming Ranges**
Learn about creating named ranges, and the benefits of doing so.

9 **Excel Tables**
Learn about creating Excel tables, and their advantages.

10 **Recording Macros**
Learn to record basic Excel macros to automate your actions (instead of doing them manually).

Data Analysis

11 **Creating PivotTables**
Learn to create and modify basic PivotTables (for quickly summarizing and highlighting data).

12 **Formatting PivotTables**
Learn to control formatting and other options in PivotTables.

13 **Calculated Fields in PivotTables**
Learn to create and modify basic calculated fields for PivotTables.

14 **What-If Analysis**
Learn to perform what-if analysis in Excel using the Scenario Manager and Goal-Seek.

Getting and Transforming Data

15 **Unpivoting Data**
If you work with PivotTables a lot, you know that they put information out the way users want to read it, but you can't use it to drive another PivotTable. So what if there was an easy way to unpivot the data? There is, and it's called Power Query!

16 **Importing Data from a Text File**
Importing data from a text file into an Excel table using Power Query.

17 **Appending Tables**
Appending tables is the process of stacking them vertically to create long tables that can be used to feed business intelligence solutions and PivotTables.

Presenting and Reporting

- 18** **Outlining**
Learn about adding and working with Excel's outlining tools to quickly hide irrelevant sections of your worksheet.
- 19** **Custom Number Formats**
Learn to build your own custom number formats to display dates, values and variances how you want to see them.
- 20** **Conditional Formats with Built-In Rules**
Learn to create top/bottom and highlight cell rules, as well as to apply icon sets and data bars.
- 21** **Conditional Formats with Custom Rules**
Learn to create custom conditional formatting rules based on formulas.
- 22** **Building Combination Line and Area Charts**
When you want to graph 3 line series, but only want 2 in focus most of the time.

Validating and Updating

- 23** **Data Validation**
Learn how to use Data Validation to ensure that users enter valid data in input cells.
- 24** **Data Validation Lists**
Use to restrict users ability to enter invalid data in cells by providing them with a drop down list of valid options.
- 25** **Styles**
Learn how to apply built-in number styles and create your own custom styles packages.

Preparing to Deploy

- 26** **Custom Views**
Learn how to create and manage Custom Views in a worksheet.
- 27** **Page Setup Options**
Learn about page setup options, fitting print jobs on a page, headers and footers, and other ways to customize print jobs.
- 28** **Security Considerations**
Learn about the setup and weaknesses of Excel's security systems.

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