

# Microsoft Excel Advanced

Learn via: **Clasroom**

Duration: **2 Day**

## **Overview**

This course will teach you how to use formulas and advanced functions, create and format tables, sort and filter, add and format graphics, and protect and finalize a workbook. Items marked with an asterisk\* are taught for 2010 only.

Instruction will be personalized by version. Students have the option to progress through the course using Microsoft Excel- Level 2 2010, Microsoft Excel- Level 2 2013, or Microsoft Excel Level 2 2016.

## **Prerequisites**

The prerequisites for this course is an introductory Excel course, or equivalent working knowledge of the software.

## **Who Should Attend**

This course is designed for students who already have foundational knowledge and skills in Excel and who wish to take advantage of some of the higher-level functionality in Excel to analyze and present data.

## **What You Will Learn**

Upon successful completion of this course, you will be able to leverage the power of data calculations and presentation in order to make informed, intelligent organizational decisions. You will work with functions and lists, create advanced formulas, protect your spreadsheets and work with custom view.

## **Training Outline**

### **Use Tables**

- Create a Table From Data
- Modify Table Format and Structure
- Use Structured References in a Table

### **Formulas and Functions**

- Understand Mathematical Operators
- Use AutoFunctions
- Use Relative and Absolute References
- Explore the Function Ribbon and Overview of Categories
- Use the Insert Function Wizard and Dialog Box
- Use Basic Text, Financial, Date, and Logical Functions
- Name and Use Ranges of Cells in Formulas
- Use Array Formulas
- Audit Formulas
- Trace and Remove Trace Arrows
- Use a Watch Window

### **Sort and Filter**

- Use Basic Sort Options
- Advanced Sort Options
- Use Autofilters
- Create Custom Autofilters
- Use Advanced Filters

- Use Data Validation
- Use Database Functions

### **Enhance A Workbook**

- Insert Symbols and Characters
- Add and Format Shapes
- Manipulate Shapes
- Use and Modify SmartArt
- Add a Signature Line
- Add and Format Text Boxes and WordArt
- Use Screenshot
- Link and Embed Objects

### **Protect and Finalize**

- Add Protection
- Allow Edit Options within Protection
- Info Panel Options\*
- Share Panel Options\*
- Use the Document Inspector
- Check Compatibility and Mark as Final
- Customize Excel Options

### **Views**

- Create Custom Views
- Hide Workbooks, Sheets and Cells
- Set File Properties