COURSE SYLLABUS

# Advanced Excel Course (Self-Paced)

Learn advanced Excel functions, macros, and data analysis to improve efficiency and manage complex data in any job setting. This advanced course is ideal for Excel power-users.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/excel-advanced-online




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## Course Outline

### Advanced Navigation

**Advanced Navigation**

Advanced navigation techniques

**Fill Review**

Review of Autofill conventions and techniques

### Cell Management

**Advanced Cell Locking**

Create powerful formulas by locking either the column or the row

**Hot Keys**

Transform the ribbon into a visual listing of pre-assigned shortcuts

**Cell Auditing**

Observe the relationship between formulas and cells

**Go To Special**

Quickly select cells that meet certain criteria

### Special Formatting

**Conditional Formatting-Formulas**

Create custom rules for Conditional Formatting with formulas

**Date Functions**

Calculate dates with a variety of functions

**Custom Number Formats**

Customize number formats to meet specific requirements

## Advanced Functions

### Nested IF statements

Nested "IF" statements allow for more than just two possibilities in a single cell

### IF statements with AND/OR

Expand the functionality of the IF function by adding AND / OR criteria

## What If Analysis

### Goal Seek

Find the desired result by adjusting an input value

### Data Tables

Data Tables show the range of effects of one or two different variables on a formula

## Advanced Analytical Tools

### Calculation Options

Minimize volatility by changing calculation options

### Conditional SumProduct

Use SumProduct with conditions to exclude data that does not meet certain criteria

### Pivot Table-Base Fields & Sets

Analyze data in a Pivot Table with increased granularity by defining base fields and sets

### Pivot Table-Calculations

Create calculated rows or columns in a Pivot Table that go beyond the source data

### Pivot Charts

Create dynamic, graphical representations of Pivot Table data

## Advanced Database Functions

### XMATCH function

Return the relative position (column or row number) of a lookup value

### INDEX-MATCH

Efficiently return a value or reference from a cell at the intersection of the row and column

### INDEX-Double MATCH

Use a second Match function to create a powerful, two-way lookup tool

## Introduction to Macros

### Recording Macros

Record macros that involve formatting and calculations

## Dynamic Arrays

### Dynamic Arrays

Use formulas that can return arrays of variable size

## End of Class Projects

### Projects

End of class project to review key concepts from the class