

# **COURSE DESCRIPTION**

## **ADVANCED**

## **MICROSOFT EXCEL**

### **Course Description**

This course teaches students to understand and use the advanced features of Microsoft Excel. It is designed for advanced users.

### **Course Objectives**

After completing this course, you should be able to:

- Customizing the work area: Creating a new toolbar, Creating and using styles, Creating templates
- Advanced formula construction: Nested functions, The IF function, The VLOOKUP function
- Troubleshooting: Notes, Auditing Features
- Multiple file linking
- Outlining and consolidating information: Outlining, Consolidating worksheets
- Protect and display options: Protecting the worksheet, Hiding information, View Manager
- Pivot Tables: Creating pivot tables, Working with pivot tables, Viewing pivot tables at different levels

### **Skills to be Learned**

Customize toolbars and create styles and templates

Create decision making and nested functions

Investigate some worksheet troubleshooting techniques

Edit multiple sheet workbook files, build linking formulas and create workspace files

Outline and consolidate worksheets

Protect and display your worksheet data in different ways

Analyze worksheet data by creating pivot tables