
Course Code: 7125

Learn how to use formulas and advanced functions, create and format tables and protect and finalize a workbook.

This course will teach you how to use formulas and advanced functions, create and format tables, sort and filter, visualize your data with charts.

What You’ll 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.

Who Needs to 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.

Prerequisites

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

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CLASSROOM LIVE

$275 CAD

1 day

Classroom Live Outline

Creating Advanced Formulas

• Apply Range Names
• Range Names
• Adding Range Names Using the Name Box
• Adding Range Names Using the New Name Dialog Box
• Editing a Range Name and Deleting a Range Name
• Using Range Names in Formulas

Use Specialized Functions

• Function Categories
• The Excel Function Reference
• Function Syntax
• Function Entry Dialog Boxes
• Using Nested Functions
• Automatic Workbook Calculations
• Showing and Hiding Formulas
• Enabling Iterative Calculations

Analyzing Data with Logical and Lookup Functions

Use Text Functions

• Text Functions
• The LEFT and RIGHT Functions
• The MID Function
• The LEN Function
• The TRIM Function
• The UPPER, LOWER, and PROPER Functions
• The CONCATENATE Function
• The TRANSPOSE Function

Use Logical Functions
• Logical Functions
• Logical Operators
• The AND Function
• The OR Function
• The IF Function

Use Lookup Functions
• Lookup Functions
  ◦ The LOOKUP Function
  ◦ The VLOOKUP Function
  ◦ The HLOOKUP Function
• Use Date Functions
  ◦ The TODAY Function
  ◦ The NOW Function
  ◦ Serializing Dates and Times with Functions
• Use Financial Functions
  ◦ The IPMT Function
  ◦ The PPMT Function
  ◦ The NPV Function
  ◦ The FV Function

Organizing Worksheet Data with Tables

Create and Modify Tables
• Tables
• Table Components
• The Create Table Dialog Box
• The Table Tools - Design Contextual Tab
• Styles and Quick Style Sets
• Customizing Row Display
• Table Modification Options

Sort and Filter Data
• The Difference Between Sorting and Filtering
• Sorting Data
• Advanced Filtering
• Filter Operators
• Removing Duplicate Values

Use Subtotal and Database Functions to Calculate Data
• SUBTOTAL Functions
• The Subtotal Dialog Box
• Summary Functions in Tables
• Database Functions
Visualizing Data with Charts

- Create Charts
- Charts
- Chart Types
- Chart Insertion Methods
- Resizing and Moving the Chart
- Adding Additional Data
- Switching Between Rows and Columns

Modify and Format Charts

- The Difference Between Modifying and Formatting
  - Chart Elements
  - Minimize Extraneous Chart Elements
  - The Chart Tools Contextual Tabs
  - Formatting the Chart with a Style
  - Adding a Legend to the Chart
- Create a Trendline
  - Trendlines
  - Types of Trendlines
  - Adding a Trendline
  - The Format Trendline Task Pane
- Create Advanced Charts
  - Dual Axis Charts
  - Creating Custom Chart Templates
  - Viewing Chart Animations

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PRIVATE GROUP TRAINING 1 day

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