

Excel for Business Fundamentals

Course Overview

Excel for Business Fundamentals covers the essential applications of Excel used frequently by business professionals. In this introductory course, you will learn basic and multi-input functions, absolute references, charts and tables. We will help you produce polished and presentable work with formatting and printing techniques, while learning crucial tricks to facilitate the workflow. In this hands-on course you will work on real-world examples, reinforcing the concepts with practice throughout the class, as well as a cumulative project at the end. Each attendee will receive access to our revolutionary Excel Fundamentals video suite, with lifetime access to several hours of premium content.

Introduction

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| 1) Interface | Provides a brief description of the user interface for Microsoft Excel |
| 2) Data Entry | Review the multiple means of entering data |

Formulas

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| 3) Autofill | Explores Excel's amazing ability to predict and extrapolate patterns |
| 4) Calculations | Perform mathematical expressions and review the Order of Operations rule |
| 5) True or False | Tests to see whether criteria is true/false |
| 6) AutoSum Functions | Review the five key functions: Sum, Average, Max, Min, and Count Numbers |
| 7) Text Functions | Introduces functions used to modify text in Excel |
| 8) Multi-Input Functions | More advanced functions that require more than one input |
| 9) Absolute Cell References | Changing a cell reference into a constant, which is necessary in certain calculations |

Formatting

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| 10) Formatting | The addition of effects to an Excel document to provide visual instruction |
| 11) Format Painter | Use the Format Painter to copy format a from one cell to another |
| 12) Conditional Format | Apply formats to cells based on specified rules or criteria |

Charts & Tables

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| 13) Line Chart | Create a Line chart and Spark lines to visually examine data |
| 14) Column Chart | Create a Column chart to visually examine data |
| 15) Pie Chart | Create a Pie chart to visually examine data |
| 16) Tables | Explores the special functionality created when data is converted to a Table |

Workbook Management

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| 17) Printing | Rules and strategies to make printing easy |
| 18) Worksheets | Manage elements of worksheets, rows, and columns |
| 19) Repeat Action | Use the F4 key to duplicate a prior action |
| 20) Shortcuts | 5 Fundamental keyboard shortcuts and a review of others previously covered |

End of Class Project

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| 21) Project | End of class project to review key concepts from the class |
| 22) Save and Close | Save, close and email the completed workbook |

Intermediate Excel for Business

Course Overview

Intermediate Excel for Business covers the essential applications of Excel used frequently by business professionals. This course is perfect for those with familiarity with basic formulas and functions, charts, and workbook management techniques. In this intermediate-level course, you will learn Pivot Tables, database functions including VLOOKUP and SUMIFS, and logical and statistical functions. We will show you crucial database management tools including Named Ranges, Sort & Filter, and Data Validation. Throughout the class we'll show you tricks and techniques to work more efficiently, including navigational and keyboard shortcuts. In this hands-on course you will work on real-world examples, reinforcing the concepts with practice throughout the class, as well as a cumulative project at the end. Each attendee will receive access to our revolutionary Excel Fundamentals video suite, with lifetime access to several hours of premium content.

Worksheet Management

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| 1) | Navigation | Keyboard shortcuts that facilitate quick and easy navigation around the worksheet |
| 2) | Paste Special | Use Paste Special to apply formats, as well as perform calculations on selected cells |

Working with Text

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| 3) | Splitting Text | Use Text to Columns to split text into multiple cells |
| 4) | Joining Text | Join text from separate cells |
| 5) | Named Ranges | Assign a name to a range of cells to make it easier to reference those ranges in calculations |
| 6) | Data Validation | Create a dropdown menu to make data entry quicker and more efficient |
| 7) | Sort & Filter | Use Sort & Filter to find and organize data in large databases |
| 8) | Remove Duplicates | Use Remove Duplicates to eliminate duplicate data |

Database Functions

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| 9) | VLOOKUP | Use VLOOKUP to find information in one column and return information from the same row of another column |
| 10) | HLOOKUP | Use HLOOKUP to find information in one row and return information from the same column of another row |
| 11) | VLOOKUP - Closet Match | If an "Exact Match" cannot be found, VLOOKUP can still be used to find the closest match |

Logical Functions

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| 12) | AND, OR | Tests to see whether multiple conditions are true |
| 13) | IF statements | Use IF statements to return output based on the contents of another cell |

Pivot Tables

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| 14) | Pivot Tables | Create Pivot Tables to quickly summarize large databases |
| 15) | Pivot Tables & Grouping | Group within Pivot Tables |
| 16) | Multiple Pivot Tables | Create multiple Pivot Tables on a single worksheet |

Statistical Functions

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|-----|----------|---|
| 17) | Ranking | Use Rank.eq and Rank.avg functions to determine a cell's position within a larger array |
| 18) | COUNTIFS | Use COUNTIFS function to count cells based on one or more conditions |
| 19) | SUMIFS | Use SUMIFS function to sum cells based on one or more conditions |

Advanced Charts

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| 20) | Combo Charts | Combine two or more charts into a single chart, with the option of adding a secondary axis |
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End of Class Project

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| 21) | Project | End of class project to review key concepts from the class |
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Advanced Excel for Business

Course Overview

Advanced Excel for Business covers the advanced applications of Excel used frequently by business professionals. This course is perfect for those with strong working knowledge and practice in Excel looking to apply more complex Excel features. In this advanced course, you will learn Goal Seek, Data Tables, advanced functions, and basic macros. You will build upon intermediate-level concepts, making your lookup functions more flexible, taking Pivot Tables to the next level, and facilitating workflow with cell management techniques and Hot Keys. In this hands-on course you will work on real-world examples, reinforcing the concepts with practice throughout the class, as well as a cumulative project at the end. Each attendee will receive access to our revolutionary Excel Fundamentals video suite, with lifetime access to several hours of premium content.

Cell Management

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| 1) | Advanced Cell Locking | Create powerful formulas by locking either the column or the row |
| 2) | Hot Keys | Transform the ribbon into a visual listing of pre-assigned shortcuts |
| 3) | Windows | Techniques and keyboard shortcuts to allow editing of active windows |
| 4) | Cell Auditing | Observe the relationship between formulas and cells |

Special Formatting

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| 5) | Date functions | Calculate dates with a variety of functions |
| 6) | Conditional Formatting-Formulas | Create custom rules for Conditional Formatting with formulas |

Advanced Functions

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| 7) | Nested If statements | Nested "IF" statements allow for more than just two possibilities in a single cell |
| 8) | If statements with AND/OR | Expand the functionality of the IF function by adding an "AND" or an "OR" criteria into the logical test |

What If Analysis

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| 9) | Goal Seek | Find the desired result by adjusting an input value |
| 10) | Data Tables | Data Tables show the range of effects of one or two different variables on a formula |

Advanced Analytical Tools

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| 11) | Data Consolidation | Summarize data from separate ranges and consolidate into a specified output range |
| 12) | Conditional SumProduct | Use SumProduct with conditions to exclude data that does not meet certain criteria |
| 13) | Pivot Table-Calculations | Create calculated rows or columns in a Pivot Table that go beyond the source data |
| 14) | Pivot Charts | Pivot Charts are dynamic, graphical representations of Pivot Table data that work in tandem with Pivot Tables |

Advanced Database Functions

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| 15) | MATCH function | Return the relative position (column or row number) of a lookup value |
| 16) | VLOOKUP-MATCH | Create a more accurate VLOOKUP by enhancing the determination of the Column Index number |
| 17) | INDEX-MATCH | Efficiently returns a value or reference from a cell at the intersection of the row and column |
| 18) | INDEX-Double MATCH | Use a second Match function to create a powerful, two-way lookup tool |

Introduction to Macros

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| 19) | Recording Macros | Record Macros that involve formatting and calculations |
| 20) | Relative Macros | Record relative reference macros for ad hoc reporting |

End of Class Project

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| 21) | Project | End of class project to review key concepts from the class |
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