COURSE SYLLABUS

Excel for Power Users

Learn to solve challenging problems in Excel by applying and nesting various functions. You'll get an introduction to VBA, Excel's programming language, to automate workflow and repetitive tasks.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/excel-for-power-users



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Course Outline

Advanced Summation Techniques

Running Total
Dynamic Running Total with SUM and OFFSET
SUM and INDEX
Sum Through N Items with SUM and OFFSET

Advanced Lookup Techniques

VLOOKUP with Two Conditions
VLOOKUP with Multiple Rates
INDEX-MATCH with Cell Anchoring
VLOOKUP and INDIRECT to Pull from Two Tables
Partial Match VLOOKUP

Advanced Text Functions

Review UPPER, LEN, FIND, SUBSTITUTE, RIGHT/LEFT, MID Functions
Capitalize the First Letter with LEFT, UPPER, LEN, MID
Find the Name in an Email Address
Find the First Word in String of Text

Advanced Conditional Formatting

Review: Highlight the Entire Row with Formulas and Cell Locking
Highlighting Duplicate Cells in Two Ranges with and and COUNTIF
Dynamically Highlight Bottom N Values with SMALL
Highlight Every Other Row in a Table

Other Advanced Techniques and Functions

Create Submenus with INDIRECT and OFFSET

CHOOSE Function to Select Scenarios

Dynamic Named Ranges

Dynamic Charting with Waterfall Chart

SUMIFS with Advanced Conditions

Arrays

Single-cell Array Formulas

Advantages and Disadvantages of Arrays

TRANSPOSE Function

MAX and MIN Functions with Arrays

INDEX-MATCH with Arrays to Retrieve the Entire Row

Statistics

Solver

Data Analysis ToolPak

Creating Macros Through Fundamental VBA

Finding the Name of the Current Worksheet

Finding the Last Row Used

Finding the Last Column Used

VBA to Create a Clustered Column Chart

Creating a Pivot Table Using Our Captured Last Row and Column