



# Advanced Excel for Business

Advance your career with this essential course for professionals that use Excel daily. You'll make functions more flexible, take Pivot Tables to the next level, and automate tasks with macros. Utilize Excel's most important tools with training in core database functions. If you have a strong working knowledge in Excel and want to save even more time with custom shortcuts and advanced features, this is the perfect course for you.

 7 Hours

 \$209 Group class price


 Located at **185 Madison Avenue, NYC**

Corporate and on-site training available.


Email us at [contact@nyimtraining.com](mailto:contact@nyimtraining.com) for more information.

## Contact

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## Course Outline

### Cell Management

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#### 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

#### Windows

Techniques and keyboard shortcuts to allow editing of active windows

#### Cell Auditing

Observe the relationship between formulas and cells

### Special Formatting

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#### Date functions

Calculate dates with a variety of functions

## Conditional Formatting-Formulas

Create custom rules for Conditional Formatting with formulas

# Advanced Functions

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### 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 an AND / OR criteria

# What If Analysis

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### 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

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### Data Consolidation

Summarize data from separate ranges and consolidate into a specified output range

### Conditional SumProduct

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

### 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

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### MATCH function

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

### VLOOKUP-MATCH

Create a more accurate VLookup by enhancing the determination of the Column Index number

### 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

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### Recording Macros

Record Macros that involve formatting and calculations

### Relative Macros

Record relative reference macros for ad-hoc reporting

## End of Class Project

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### Project

End of class project to review key concepts from the class