

Excel for Business Bootcamp

Become an advanced Microsoft Excel user in just three days. Begin with data entry, charts, and essential shortcuts in Excel Fundamentals. Go to the next level with Pivot Tables and VLOOKUP in Intermediate Excel. Automate your workflow by recording macros in Advanced Excel. You'll learn everything you need to know to become an Excel pro.

Courses in this package:

- Excel for Business Fundamentals
- Intermediate Excel for Business
- Advanced Excel for Business

Course Outline

Excel for Business Fundamentals

Introduction

- Data Entry
- Interface

Formulas

- Autofill
- Calculations
- True or False
- AutoSum Functions
- Text Functions
- Multi-Input Functions
- Absolute Cell References

Formatting

- Formatting
- Format Painter
- Conditional Format

Charts & Tables

- Line Chart
- Column Chart
- Pie Chart
- Tables

Workbook Management

- Printing
- Worksheets
- Repeat Action
- Shortcuts
- 5 Fundamental keyboard shortcuts and a review of others previously covered

End of Class Project

- Project
- Save and Close

Intermediate Excel for Business

Worksheet Management

- Navigation
- Paste Special

Working with Text

- Splitting Text
- Joining Text
- Named Ranges
- Data Validation
- Sort & Filter
- Remove Duplicates

Database Functions

- VLOOKUP
- HLOOKUP
- VLOOKUP - Closet Match

Logical Functions

- AND, OR
- IF statements

Pivot Tables

- Pivot Tables
- Pivot Tables & Grouping
- Multiple Pivot Tables

Statistical Functions

- Ranking
- COUNTIFS
- SUMIFS

Advanced Charts

Combo Charts

End of Class Project

Project

Advanced Excel for Business

Cell Management

- Advanced Cell Locking
- Hot Keys
- Windows
- Cell Auditing

Special Formatting

- Date functions
- Conditional Formatting-Formulas

Advanced Functions

- Nested IF statements
- IF statements with AND/OR

What If Analysis

- Goal Seek
- Data Tables

Advanced Analytical Tools

- Data Consolidation
- Conditional SumProduct
- Pivot Table-Calculations
- Pivot Charts

Advanced Database Functions

- MATCH function
- VLOOKUP-MATCH
- INDEX-MATCH
- INDEX-Double MATCH

Introduction to Macros

- Recording Macros
- Relative Macros

End of Class Project

Project

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