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. Through various exercises and projects, you will reinforce and build upon knowledge gained in intermediate-level courses.

Group classes in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit training-nyc.com/courses/excel-for-power-users or email contact@nyimtraining.com

Course Outline

Advanced summation techniques

Running total

Dynamic running total with SUM & OFFSET

SUM & INDEX

Sum through N items with SUM & OFFSET

Advanced Lookup techniques

VLOOKUP with two conditions

VLOOKUP with multiple rates

INDEX-MATCH with cell anchoring

VLOOKUP & 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 & cell locking

Highlighting duplicate cells in two ranges with AND & COUNTIF

Dynamically highlight bottom N values with SMALL

Highlight every other row in a table

Other Advanced Techniques & Functions

Create submenus with INDIRECT & OFFSET

CHOOSE function to select scenarios

Dynamic named ranges

Dynamic charting with Waterfall chart

SUMIFS with advanced conditions

Arrays

Single-cell array formulas

Advantages & Disadvantages of Arrays

TRANSPOSE Function

MAX & 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