



Course Outline

Excel Advanced

Versions 2007/2010/2013/2016



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Program Objectives: Students will learn various advanced techniques for analyzing, manipulating, and presenting data in Excel.

- ◆ Introduction
- ◆ Data Consolidation
- ◆ Data Consolidation With Links
- ◆ Linking Files
- ◆ Additional Database Functions
- ◆ Subtotal Feature
- ◆ Outlining
- ◆ Removing Subtotals
- ◆ Data Validation
- ◆ Count If and Sum If Functions
- ◆ Nested If Statements
- ◆ Vertical and Horizontal Lookup Tables
- ◆ Creating/Deleting a Customized Toolbar
- ◆ Macros
 - Recording Macros
 - Quick Look at Visual Basic
 - Assigning a Macro to a Toolbar Button
 - Using the Macro Button
 - Removing a Macro Button From Toolbar
 - Assigning a Macro to a Button on a Spreadsheet
 - Removing a Macro Button From a Spreadsheet
 - Copying a Macro to Another File
 - Modifying the Macro Code
 - Auto Execute Macro
- ◆ Text to Columns Feature
- ◆ Concatenation
- ◆ Pivot Tables
- ◆ Charting
 - Setting Up Data
 - Terminology
 - Creating a Chart
 - Formatting a Chart
 - Editing a Data Series
 - Editing a Data Point
 - Editing an Axis Scale
 - Adding Cell Contents to a Chart
 - Adding a Callout to a Chart
 - Adding Drawing Objects
 - Inserting a Picture
 - Moving a Chart to Another Sheet
 - Creating a Combination Chart
 - Adding a New Data Series to a Chart
 - Adding a Trendline
 - Adding New Data Within a Present Data Series
 - Append New Data to an Existing Data Series (Manually)
 - Append New Data to an Existing Data Series (Macro)
 - Printing Multiple Charts on a Page
 - Histogram
 - Pareto Chart
 - Cumulative Percentage Chart

Course Prerequisite

Must have Excel – Intermediate Part II or equivalent experience

(4 CPE Credits)