

**Advanced Excel**

**Course Number:** OFC-122  
**Duration:** 1 day

**Overview**

This online, hands-on Advanced Excel training course teaches attendees advanced Excel skills, including how to calculate, analyze, and automate data. Attendees learn how to make these tasks more efficient than if they had used traditional calculation methods.

**Prerequisites**

All attendees must have prior knowledge of Excel basic formulas.

**Materials**

All Excel training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* Excel 2016, 2019, 365, or later
* Related lab files that Accelebrate will provide

**Objectives**

* Create 3D formulas for linking worksheets
* Outline goals with conditional formatting
* Automate data
* Create aggregate calculations
* Link worksheets via lookups
* Organize data to create summary reports

**Outline**

* Introduction to Formula Linking
  + What is formula linking?
  + Setting up formula linking
  + Why use formula linking?
* Formula Linking
  + Linking spreadsheets (traditional)
  + Linking spreadsheets (3D formulas)
  + Auditing linked spreadsheets
* Introduction to Conditional Formatting
  + Why use conditional formatting
  + Setting up conditional formatting
* Conditional Formatting
  + Applying conditional formatting to numbers or text
  + Formatting cells using data bars or icon sets
  + Using conditional formatting to perform KPI analysis
* Automating Analyzed Data
  + 2 Step Method to sort, subtotal and filter data
* Recording Macros
  + Revealing the record macro button
  + Recording steps (no programming required)
  + Creating macro buttons on the QAT
  + Creating macro buttons on the spreadsheet
  + Saving a macro
* Lookups
  + What is Lookup?
  + Why use Lookup?
  + Demo of VLookup
  + Demo of XLookup (Excel 365)
* Aggregate Functions (IF Statements)
  + Creating an IF function
  + Building a nested IF statement
  + Overview of various aggregate functions ie: SumIF(S) CountIF(S)
* PivotTables
  + What are PivotTables?
  + Why use PivotTables?
  + Creating PivotTables
  + Calculating in PivotTables
  + Analyzing with slicers
  + Analyzing with timelines
* Conclusion