

# Excel *Advanced* Course

 63 classes

 4.8 hrs. of video lessons

## Included Certifications

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## What you'll be able to do

You'll automate the work you currently redo every month. Advanced pivot tables, XLOOKUP and the dynamic array functions, interactive forms other people can use without editing your file, macros you record and run, and Solver to answer questions like "what's the cheapest way to hit this number?"

## What it cover

Two certifications for the person everyone asks. C1 covers the interactive layer: forms, controls, advanced filters and the newer lookup functions. C2 covers automation: macros, Solver, and pivottable calculations that show percentages and running totals.

179

Exercises

11

Units

2

Certifications

2 mo

Access

## Included certifications

C1 - Advanced

5 units. The interface, navigation, shortcuts and the formatting basics.

C2 - Mastery

6 units. Cell formats, sorting, filtering, file protection and your first formulas.



Certification • Advanced Excel Course

# C1

## Advanced

6 units

This is for you if you build the same report by hand every month.

### What you'll learn

Calculated fields and items inside pivot tables, slicer styling and report connections. XLOOKUP, FILTER, SORT and UNIQUE, plus CHOOSE, INDIRECT and OFFSET. Then form controls, so other people can use your file without touching a formula.

### Certification Content

#### Unit 1 - Advanced Pivot Table Design 1

Report Connection • Custom Slicer Style • Multiple Consolidation Ranges (single page field) • Multiple Consolidation Ranges (custom page fields) • Calculated Field • Calculated Item • List Formulas

#### Unit 2 - Advanced Lookup Functions 1

CHOOSE • INDIRECT • OFFSET • HSTACK and VSTACK • TOROW and TOCOL • WRAPCOLS and WRAPROWS • CHOOSECOLS and CHOOSEROWS

#### Unit 3 - Advanced Lookup Functions 2

XLOOKUP • SORT • SORTBY • UNIQUE • FILTER • VLOOKUP to cross-reference data • Nesting VLOOKUP and INDIRECT to search different tables • VLOOKUP for multiple results

#### Unit 4 - Form Controls

Combo Box • Check Box • Spin Button • List Box • Option Button • Charts with Form Controls • Conditional Formatting with Form Controls

#### Unit 5 - Advanced Filters

Filter by one criterion • Filter by multiple criteria • Filter using wildcard characters • Obtain unique records

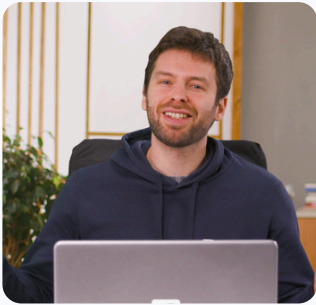
#### Unit 6 - Data Validation 2

Prevent Duplicate Data Records • Avoid transcribing irregular spaces • Dynamic ranges with the OFFSET function

#### Final Exam C1

Pass it to earn the C1 certification

Each unit closes with a summary, a glossary and an assessment.



Certification • Advanced Excel Course

C2

Mastery

5 units

This is for you if you've heard "macro" and "Solver" for years and never touched either.

What you'll learn

Nested FIND and MID for pulling data out of text nobody formatted, TEXTSPLIT, and the statistical functions with criteria. Then macros: record one, run it, copy it into another workbook, and drive a form with it. Solver closes the course with maximum and minimum objectives.

Certification Content

|                                        |                                                                                                                                                                                                     |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unit 1 - Text Functions 2              | Nesting FIND and MID for dynamic data extraction •<br>Nesting MID and double-nesting FIND • Nesting FIND and LEFT • TEXTSPLIT                                                                       |
| Unit 2 - Statistical Functions         | RANK.EQ • FREQUENCY • MAXIFS • MINIFS • AVERAGEIF • AVERAGEIFS                                                                                                                                      |
| Unit 3 - Advanced Pivot Table Design 2 | Show Values As: % of Grand Total • % of Column Total • % of Row Total •<br>% Difference From • Running Total In                                                                                     |
| Unit 4 - Macros                        | Fundamentals of Excel Macros • PC settings to work with Macros •<br>Record, Run and Delete a Macro • Copy a Macro to another workbook •<br>Create a Form with Macros • Advanced Filters with Macros |
| Unit 5 - Solver                        | Enable the Solver Add-in • Working with Solver •<br>Working with Maximum Objectives • Working with Minimum Objectives                                                                               |
| Final Exam C2                          | Pass it to earn the C2 certification                                                                                                                                                                |

Each unit closes with a summary, a glossary and an assessment.