



Microsoft Excel From User to Power User

In this jam-packed course, you'll discover time-saving techniques through the use of Excel. You will learn from design and formatting; formulas and data analysis; hidden charting and graphing techniques; PivotTable and PivotChart® reports; how to validate and secure your data and much more!



What Will We Cover?

- ★ An in-depth knowledge of Excel's ribbon, menus and functions, including how to create new tabs and hide the ones you never use
- ★ Quick and easy techniques to import data from virtually any kind of file or database system, such as Microsoft Access, or SQL Server®
- ★ How to use Excel to quickly create professional-looking forms in **minutes** (not hours!)
- ★ Add control items to your worksheets, including check boxes, spinner buttons and many others
- ★ Formulas versus Functions – The differences you need to know
- ★ Understand the most common text functions like UPPER, PROPER, and CONCAT
- ★ Discover how to use IF functions to make logical comparisons
- ★ Understand the purpose – and drawbacks – of VLOOKUP
- ★ Write formulas with relative and absolute cell references and know exactly when to use each one
- ★ Quickly create custom AutoFilters to view your data the way that tells the story you need to know
- ★ Use the new Search Filter to quickly narrow down the available filter options in your tables, PivotTable, and PivotChart views. Find exactly what you are looking for from up to a million items, instantly.
- ★ How to quickly create a basic chart with a single keystroke
- ★ Insert Sparklines into cells to instantly reveal trends in your data
- ★ The quick and easy way to display your data using a PivotChart®
- ★ How to use the hidden advanced data analysis tools in a PivotTable report
- ★ The easy, visual way to immediately change and restructure the information reported in your PivotTable
- ★ How to share your Excel workbook and not worry about someone making changes that'll ruin your work
- ★ **And MORE**