



Reboot Computer Training

Excel Advanced Course Outline

Working with Functions

- IF functions
- Combining the IF function with AND, and OR
- Nested IFs
- Combining the IF function with ISBLANK, and ISERROR
- Combining the IF function with ISTEXT, ISNUMBER, and ISBLANK
- Round function
- Joining text strings with CONCAT function
- Date and Time functions
- Using SUMIF and SUMIFS

Working with Tables and Filtering Data

- Sorting/Filtering
- Using Wildcards (? *)
- Filter for Unique Values / Remove duplicates
- Highlight unique or duplicate values using conditional formatting
- Format as Table, and apply Slicers

Data Types

Data Validation

- Create a drop down list
- Circle invalid data
- Input Messages/Error Alerts
- Dependant drop down lists

Dynamic Arrays

- Spilling, Filter, Sort, Sort by and Unique

Lookup and Reference

- VLOOKUP – exact match & closest match
- XLOOKUP – exact match, closest match, using wildcards & returning multiple columns
- MATCH & INDEX

Working with Pivot tables

- Creating and editing Pivot tables
- Updating information in a Pivot table
- Grouping Pivot table data
- Filtering Pivot table data using the Slicer
- Creating Pivot charts

Auditing Worksheets

- Trace errors in formulas



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- Tracing precedents and dependents
- Displaying all formulas in a worksheet
- Evaluating formulas

Protecting Worksheets and Workbooks

- Understanding levels of security
- Protecting worksheets and workbooks

Working with Custom Views

Working with Macros (non-VBA)

- Recording, running, and assigning Macros
- Understanding relative and absolute referencing in Macros
- Assigning a macro to the Quick Access toolbar or a button