

Worksheet Management

Navigation

Keyboard shortcuts that facilitate quick and easy navigation within cells

Formula Review

Review various methods for completing calculations

Working with Text

Splitting Text

Use Text to Columns to split text into multiple cells

Joining Text

Join text from separate cells

Cell Ranges

Paste Special

Apply formats and perform calculations on selected cells

Paste Special Values

Hardcode the answer to a formula or function

Named Ranges

Assign a name to a range of cells to make it easier to reference those ranges in calculations

Database Functions

VLOOKUP & XLOOKUP

Use VLOOKUP and XLOOKUP to find information in cell range and return information from another cell range

Sort & Filter

Use Sort & Filter to find and organize data in large databases

Pivot Tables

Pivot Tables

Create Pivot Tables to quickly summarize large databases

Pivot Tables & Grouping

Group within Pivot Tables

Multiple Pivot Tables

Create multiple Pivot Tables on a single worksheet

Logical Functions

IF statements

Use IF statements to return output based on the contents of another cell

AND, OR

Tests to see whether multiple conditions are true

Math Functions

SUBTOTAL

Use SUBTOTAL function to sum/average/count values based on what is not filtered

Statistical Functions

SUMIFS

Use SUMIFS function to sum cells based on one or more conditions

COUNTIFS

Use COUNTIFS function to count cells based on one or more conditions

Improve Data Quality

Data Validation

Restrict the type of data that can be allowed in a cell

Remove Duplicates

Eliminate duplicate row data

Advanced Navigation

Advanced Navigation

Advanced navigation techniques

Fill Review

Review of Autofill conventions and techniques
specific requirements

Advanced Functions

Nested IF statements

Nested "IF" statements allow for more than just two possibilities in a single cell

IF statements with AND/OR

Expand the functionality of the IF function by adding an AND / OR criteria

Advanced Analytical Tools

Calculation Options

Minimize volatility by changing calculation options

Conditional SumProduct

Use SumProduct with conditions to exclude data that does not meet certain criteria

Pivot Table-Base Fields & Sets

Analyze data in a Pivot Table with increased granularity by defining base fields and sets

Pivot Table-Calculations

Create calculated rows or columns in a Pivot Table that go beyond the source data

Pivot Charts

Create dynamic, graphical representations of Pivot Table data

Advanced Database Functions

XMATCH function

Return the relative position (column or row number) of a lookup value

INDEX-MATCH

Efficiently return a value or reference from a cell at the intersection of the row and column

INDEX-Double MATCH

Use a second Match function to create a powerful, two-way lookup tool

Introduction to Macros

Recording Macros

Record macros that involve formatting and calculations

Course Syllabus | **Excel Level III: Advanced 2**

Dynamic Arrays

Dynamic Arrays

Use formulas that can return arrays of variable size