

Refresher on Excel Basics:

- Starting Microsoft Excel
- Creating a Workbook
- Saving a Workbook
- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet
- Window Closing a Workbook
- Quick Access Toolbar
- Entering text / date / numbers
- Using fill handle
- Using Autocomplete
- Adding a Hyperlink
- Basic formulas Sum, Avg, Count, Min, Max

Module 1: Organizing Data with Excel

- Explore the Enhancements in Excel Spreadsheets
- Insert Tables
- Format Tables
- New functions added in Excel 2016

Module 2: Working with Functions

- Using Named Ranges in Formulas
- Using the IF Function
- Using the AND, OR, Nested IF() and IFS()
- Using the VLOOKUP Function
- Working with other Lookup Functions like INDEX(), MATCH(), INDIRECT()
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions
- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles
- Creating and Modifying a Table in Excel

Module 3: Advance Formatting

- Applying Conditional Formatting

- Using Conditional Formatting

Module 4: Manage advanced charts and tables

- Create and modify advanced charts
- Create and modify PivotTables
- Create and modify Pivot Charts

Module 5: Excel Dashboard

- Sparkline
- Top & Bottom Ranking
- Dynamic Data Range
- Dynamic Labels
- Buttons
- Scroll Bar
- INDIRECT Function
- Dynamic Named Range with OFFSET
- GETPIVOTDATA function

Module 6: Create and modify simple macros

- record simple macros
- name simple macros
- edit simple macros
- Macro Security

Module 7: Introducing Visual Basic for Applications

- What is VBA?
- What is a Macro?
- What can Macros do?
- To use or not to use Macros?
- Macro – The 5 Tenets
- What is the Excel Object Model?
- Your Personal.XLSB file
- Need to check your security options
- How do I access VBA?
- Macro Security Settings
- Displaying and reviewing the Developer Tab in the Ribbon

Module 8: Modules and Procedures

- Modules and Procedures
- Program design and concepts
- A Good Spreadsheet Application
- Code Format / Layout
- To Dim or Not to Dim? In other words Why Dim?
- How to Declare a Variable / Dim / Private / Public

- Understanding Constants and how to Declare them
- Run Timing Test Macro

Module 9: Controlling Flow and Make Decisions

- Understanding concepts of loops
- Using various types of loops
 - For..Next Loop
 - Do..While Loop
 - Do..Until Loop
- If....Then....Else, Select..Case