

## MS EXCEL ADVANCED (EXCLUDING VBA)

- 1 Functions**
  - a. Building complex formulae
  - b. Using nesting functions
- 2 Linking**
  - a. Worksheets
  - b. Workbooks
  - c. Charts
  - d. Using paste special
- 3 Manipulating Data**
  - a. Goal seek
  - b. Solver
  - c. Using sub totals
    - i. Types of calculation
  - d. Scenarios
- 4 Using Look Up Tables & Other Functions**
  - a. VLOOKUP
  - b. HLOOKUP
  - c. Date functions
  - d. Information functions
  - e. Text functions
- 5 Conditional Formatting**
  - a. What is conditional formatting?
  - b. Simple conditional formatting
  - c. Using formulae for conditional formatting
  - d. Finding cells containing conditional formats
- 6 Macros**
  - a. What is a macro
  - b. Creating macros
  - c. Assigning macros
  - d. Using macros
  - e. Saving to template/file
- 7 Protection**
  - a. Protecting a worksheet
  - b. Protecting a workbook
  - c. Protecting cells
  - d. Hiding and unhiding formulae
  - e. Editing protected workbooks
  - f. Limiting changes
  - g. Specify which cells can be changed after protection
- 8 Naming Cells and Ranges**
  - a. Using row and column labels
  - b. Names in formulae
  - c. Assigning values to a name
  - d. Applying names
  - e. Other name functions
- 9 Pivot Tables**
  - a. Creating pivot tables
  - b. Pivot chart reports
- 10 OLE and Application Integrating**
  - a. Overview of linked and embedded objects
  - b. Using Excel with other office applications
  - c. Tasks in workbooks/outlook
  - d. Linking charts to Word or PowerPoint
- 11 Validating Data**
  - a. Restricting the length of data entry
  - b. Specifying a format
  - c. Specifying a list of values
- 12 Auditing Your Database**
  - a. Tracing precedents
  - b. Tracing dependents
  - c. Circling incorrect values in cells



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