

# Advanced Excel For Business-2003

*last update: 8/4/09*

## Class Type:

- Can retake the class, for free, up to 3 months.
- Free forum support for 1 year after class
- Hands on, goal based
- Small Classes of 4 to 9 people
- Fast computers
- Comfortable chairs, convenient location
- Patient, Fun, Experienced Trainer



## When you are finished with this class you will be able to:

- Extract data from large databases based on dynamic criteria
- Save time with recording and replaying straight forward macros
- Quickly organize and analyze large amounts of raw data with Pivot Tables and Charts
- Increase your Excel knowledge with efficiency techniques, advanced formulas and collaborating techniques.

## Examples of people who will benefit greatly from this class:

- Those working with databases
- Those who have been working with Excel and would like to cut out hours of work from their weekly tasks.
- Those looking to quickly analyze large amounts of data

## Materials

- Detailed reference sheet of everything covered
- Multiple XLS and XLT examples for in class and after class
- Shortcut sheet
- Resource sheet

## Prerequisites

- Those who have taken our "Excel for Business" Course or has equivalent knowledge.
- Please note, that you will not do well in this class if you are uncomfortable with less than 80% of our Excel for Business class. You will generally need about 14- 16 hours of Excel class time from other training schools to compare with our Excel for Business class.

# OUTLINE:

## Lesson 1-Quick Review

Absolute Referencing  
3-D Formulas

## Lesson 2-Working with Database Lists

Adding AutoFilter  
Creating reusable Drop Down Lists  
Naming Ranges  
Creating a Drop Down Menu (Setting Validation For Cells)



## Lesson 3-Extracting Database information Quickly

VLookups  
Hlookups  
Match Formulas-returnign the position of a cell  
Index Formula returning values a the intersection of a row and cloumn  
Combining the Vlookup and Match formulas to create a modifiable atabase lookup  
Combining and nesting the Indexx and Match

## Lesson 4-Commonly used functions

Commenting cells  
Protecting documents  
Saving workspace and multiple worksheets  
Saving documents as templates  
Sending spreadsheets for review  
Copying and pasting only unique records from a database list

## Lesson 5-IF Statements and Other Helpful Functions

If Statement  
CountIF  
Tracing Cell Precendents and Dependents  
Today Function  
Rounding Numbers  
Goal Seeking

## Lesson 6-Pivot Tables

Analyzing raw data with Pivot Tables  
Raw data dumps from external applications or databases  
Grouping by categories, months, days, quarters, etc

## **Lesson 7-Pivot Charts**

Pivot Charts

Use the same data

## **Lesson 8-Introduction to Macros**

Recording and Playing Macros

Recording a macro to prepare data from a data dump for use in Pivot Table

## **Lesson 9-Finding Answers to Problems**

Where to find answers to more complex Excel problems for free

## **Lesson 10-Shortcuts**

Common Shortcuts

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For most current outlines, please visit our [website](#).