

Course Description: Create "What-if" and "Best Case/Worst Case" reports by using the Scenario Manager, Goal Seek, and the Solver add-in. Learn to use PivotTables and Excel tables to analyze data and to consolidate worksheets or workbooks using Data Consolidate. Learn to audit and track formulas and formula errors. Enhance Excel spreadsheets with graphic objects. Record macros to streamline your work and make your spreadsheets more interactive.

Module 1: Data Analysis Tools

- What is a Scenario Manager?
- Creating and Editing Scenarios
- Showing Scenario Data
- Merging Scenarios
- Creating a Scenario Summary Report
- Editing the Report
- Using Goal Seek
- Using the Solver Add-in
- Setting Solver Constraints
- Creating Lookup Functions to Find Data
- Defining Range Names
- Using Data Tables
- The Analysis ToolPack

Module 2: Conditional Calculations and Formatting

- Using Conditional Functions
- Creating Conditional Functions with Multiple Criteria
- Applying Conditional Formatting
- Using Rules
- Data Bars, Color Scales, and Icon Sets
- Creating New Formatting Rules
- Creating a Conditional Formatting Formula
- Managing Rules
- Clearing Conditional Formatting Rules

Module 3: Problem Solving

- Formula Auditing
- Tracing Precedents
- Tracing Dependents
- Formula Error Checking
- Evaluating Formulas
- The Watch Window
- Using the ROUND Function
- Using the ERROR Functions

Module 4: Using Excel Tables to Analyze Data

- Using Excel to Manage Lists
- Defining a Table
- Understanding the Header Row
- Reviewing Filters
- Applying Table Styles
- Setting Style Options
- Including a Total Row
- Adding a Calculated Column
- Naming a Table
- Resizing the Table
- Single Column Sorting
- Removing Duplicate Records
- Restoring the Table to a Normal Range

Module 5: Using PivotTables & Charts

- Understanding PivotTables
- Creating Your Own PivotTable Report
- Rearranging Report Data
- Adding and Removing Data from the Report
- Filtering Data in a Pivot Table
- Formatting the Report with Styles
- Labeling Rows and Columns
- Choosing a Report Layout
- Changing Report Calculations
- Creating Additional Calculations
- Displaying Top Values
- Creating Groups
- Refreshing Data
- Locating the Data Source
- Creating Dynamic Ranges
- Drilling Down
- Setting PivotTable Options
- Creating PivotCharts

Module 6: Managing Multiple Workbooks

- Linking Workbooks with Formulas
- Updating Information between Workbooks
- Troubleshooting Linked Workbooks
- Saving a Workspace
- Using Data Consolidation across Workbooks
- Protected Workbooks
- Protected Cells and Worksheets

Module 7: Timesavers and Workbook Enhancements

- Split Text into Multiple Columns
- Combining Data (Concatenating)
- Adding Comments
- Inserting Graphics
- Modifying Graphics
- Using SmartArt Graphics
- Creating Views
- Working with Themes

Module 8: Sharing Excel Data with Other Applications

- Creating Embedded Objects
- Editing Embedded Objects
- Creating Linked Objects
- Updating Linked Objects
- Creating Excel Objects in Word
- Copying Charts to Word or PowerPoint
- Exporting Data to PDF or XPS Format

Module 9: Recording Macros

- What is a Macro?
- Planning Macros
- Starting the Macro Recorder
- Naming and Storing Macros
- Storing Macros in Excel Workbooks
- Understanding Trusted Locations
- Running Macros with Shortcut Keys
- Creating Toolbar Buttons to Run Macros