



LIVE SEMINAR

Power Excel®



THIS SEMINAR AT A GLANCE:

Discover how to be an Excel power user and get more out of Excel's richest tools:

- Discover the basic structure of all macro programs.
- Use Visual Basic to enhance your macros.
- Create complex formulas using nested IF functions.
- Understand Excel's powerful new functions XLOOKUP, CONCAT, SWITCH and more.
- Take your PivotTables to the next level with Calculated Fields and Calculated Items.
- Protect your data and your computer from malicious viruses using the Trust Center.
- Make your reports a stunning reflection of your hard work.



Taking Macros, PivotTables and Security to the Next Level

Excel is among the most widely used business software tool in use today. Yet, most daily users barely scratch the surface of its full potential—getting by with functional, but inefficient spreadsheets and workflows. Building familiarity with Excel's advanced power features can help you boost productivity, give you better insight into your data, save you time, and allow you to create vibrant, persuasive and secure reports.

If you are comfortable with Excel's basic features but need some help knowing what would be best to tackle next to take your Excel skills to the next level, Power Excel® is the one-day seminar for you. Whether you are tracking sales, studying pricing impact, storing personal records, maintaining a budget, or simply trying to figure out what interest rate you need to make loan payments affordable, Excel provides many tools for arranging, calculating, and analyzing all kinds of data.

Who Should Attend:

This seminar is appropriate for the Intermediate Excel user looking to expand their knowledge of Excel's hundreds of features and to use familiar tools at a deeper, richer level. Anyone who tracks and analyzes data, such as teachers, researchers, marketers, and small business owners, will benefit from a greater comfort level with Excel's sorting, filtering, and analysis tools.

Team leads and managers can save valuable time by creating efficient, re-usable reporting tools with macros and forms. The home office user will appreciate the usefulness of Excel's many functions that make accounting, budgeting, and shopping research quick and easy.

PROGRAM AGENDA

Macros and VBA Coding

- Gain comfortability with the Visual Basic Editor so creating and editing macros is easier and less intimidating.
- Understand the basic structure of all macro programs so you'll know what you can and cannot edit.
- Learn the basics of Visual Basic syntax.
- Add a message box notification to your macro.
- Apply looping to a macro to perform tasks as many times as needed.
- Create macros that display and print the data you need.

Advanced Calculation

- Use all of Excel's built-in Error Checking tools to make sure your calculations work and remain accurate.
- Track down errors using Excel Formula Auditing.
- Learn the tips and tricks for building complicated formulas using nested functions.
- Create and use your own custom function.
- Learn the ins and outs of Excel's most useful and common functions.
- Harness the power of Excel's "IF" functions to apply calculations based on specific criteria.
- Find the information you need using XLOOKUP.

PivotTable Troubleshooting and Analysis

- Style and Format your PivotTables for the best presentation and at-a-glance analysis.
- Sort and Group PivotTable results to get the clearest picture of your data.
- Handle common PivotTable headaches such as blank lines or cells, unwanted Grand.

Totals and Managing Filters

- Get the analysis you need by adjusting Summarize Values By and Show Values As.
- Take PivotTables to the next level with Calculated Fields and Items.
- Learn how to drill into the data behind your PivotTable analysis.
- Explore Excel's Advanced Data Modeling to create relationships between tables in your Workbook.
- Create a PivotTable from Multiple data tables using Excel Data Model.
- Turn your PivotTables into beautiful charts and graphs.

Sharing Data Internally and Externally

- Apply the power of Excel's analytic features to data produced on external sources.
- Connect Excel to a variety of external data sources for convenient download and upload.
- Protect your data and your computer from malicious viruses using the Trust Center.

Personalize Your Application

- Save time by customizing the Excel Ribbon to include exactly the commands and Macros you need.
- Put frequent commands and macros in easy reach by customizing the Excel user interface.
- Create, display, print and delete custom views.

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