



LIVE SEMINAR

## Advanced Microsoft® Excel® Macros, PivotTables, Charts, and More



### THIS SEMINAR AT A GLANCE:

- Slash the time it takes to build your worksheets with power tips and surprising shortcuts
- Get the most out of macros and easily automate repetitive tasks
- Use Excel's robust collaboration tools to share data across teams and workgroups
- Create, manage and modify PivotTables® with ease to produce sophisticated reports and data analysis
- Take your charts, graphs, tables and reports to the next level with eye-catching

### Upgrade your skills, boost your knowledge and take advantage of Microsoft Excel's vast potential!

If you're comfortable building a worksheet, using cells, entering data and creating basic formulas, this program will take you to the next level of Excel expertise.

- Create "smart" spreadsheets that do most of your work for you
- Learn advanced ways to integrate Excel with PowerPoint®, Word, Access® and the Internet
- Enhance your Excel presentation skills and deliver professional-quality graphs, charts, tables, reports and more
- Use Visual Basic® editor to edit macros like a pro
- Transform complex raw data into sophisticated spreadsheets and databases
- Discover beyond-the-basics techniques for customizing your toolbars, menus and dialog boxes

#### How we present this material:

Your trainer will present the advanced features of Excel and will incorporate your "real" workplace applications into the training. Participants will know exactly how to apply their new skills right away. This is not a hands-on training and for a good reason. Everyone works on computers at a different speed. Some people like to experiment; others get lost and need help. In the long run, a hands-on class slows everyone down.

#### There's even more that participants will gain from this focused day of training:

- A more in-depth knowledge of Excel's many toolbars, menus and functions
- Time-saving techniques to streamline data queries, data analysis and searches
- Tips for creating charts, graphs and tables that will wow your audience
- How to use PivotTable® reports to filter and summarize your data and worksheets
- A clear understanding of advanced filters so that you extract only the information you need
- Methods to select filtering criteria from your data set with just a few simple clicks
- The Analysis ToolPak add-in: How to fully utilize this resource for advanced data analysis
- The most effective methods to share spreadsheets with collaborators and coworkers

## PROGRAM AGENDA

### Master Advanced Macros

- Use the Visual Basic® editor to modify and manage your macros
- Learn to create customized macro toolbars featuring your most frequently used tools

### Manage Your Data

- Learn how to create data forms for viewing and entering information
- Enter — or allow others to enter — data into a user-friendly form
- Review individual records easily, or view only records that meet specific criteria
- Discover the power of Backstage view

### Filter, Query and Analyze Data

- Learn tips, tools and tricks for getting the most out of AutoFilters, Custom AutoFilters and Advanced Filters
- Find out how to search for spreadsheet data that fits within specific parameters
- Specify a single criterion, or combine two or more to create a custom search of your data
- Use AND/OR commands to extract data that meets your criteria in a whole new range
- Create new data ranges on the fly to use with advanced filters so you can extract exactly the information you need
- Add sparklines to show trends in a series of values

### Use Lookup and Database Functions

- Add power and flexibility to your formulas by enabling Excel to search out data for you
- Manage large data lists by performing calculations only on the data you specify
- Use Excel to perform new lookups and dynamically update your calculations results

### Put PivotTables to Work

- Discover how PivotTables can help you get the most out of your data
- Create PivotTables from single spreadsheets, external data sources or other PivotTables
- Use AutoFormat to create your PivotTable quickly and easily

- Learn how to modify or update a PivotTable
- Group data in a PivotTable for better organization
- Display your data using a PivotChart®

### Get to Know the Analysis ToolPak

- Find out what tools are included in this valuable resource
- Learn to use Excel's advanced data analysis tools to return a multitude of statistics about your data in just a few keystrokes
- Use Excel's built-in utilities to analyze correlations in your data

### Share Excel Across Workgroups

- Use Excel's robust collaboration tools to control access to shared spreadsheets
- Understand the different ways to share your spreadsheets with associates and coworkers
- Comment on specific cells within a sheet
- Activate workbook sharing and distribute shared workbooks
- Easily track and review changes made by multiple users

### Explore Custom Views, Formatting and Report Manager

- Discover how to create different display and print settings for the same worksheet — or apply the settings to multiple worksheets
- Understand and use the Report Manager to print, edit and manage your reports
- Expand your knowledge of charts and graphs to create eye-popping graphic images
- Apply different Data Bars, Color Scales and Icon Sets to your cell selections using conditional formatting

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### Enroll Today!

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