



Taking Excel to the Next Level

Languages Offered:

- English
 Spanish

Advanced MS Skills – Beyond Spreadsheet Magic!

This one day workshop will take experienced Microsoft Excel users to the next highest level of proficiency. It is primarily intended for those who have already graduated from the 24-Hour Spreadsheet Magic but it will benefit anyone who is already well-skilled in the use of Microsoft Excel.

What will trainees learn?

- Inserting pictures into a database that can be sorted and filtered.
- Advanced methods for removing duplicate records.
- Using VLookup() to look up data in one workbook and inserting it in another.
- Advanced uses of Ranges.
- Using functions to create advanced filters.
- Extracting data to a different worksheet.
- Using Quick Analysis to add percentages and running totals to ranges.
- Using Text-to-Columns to split fixed-width data.
- Consolidating data from multiple ranges and multiple workbooks.
- Creating complex formulas with multiple functions.
- Using complex formulas to validate age requirements and other data.
- Using Formula AutoComplete to create functions.
- Working with common date functions to offset Day, Month, and Year.
- Working with Time values and calculations using Now(), Today(), and time functions.
- Working with the four major rounding functions to create advanced billable-hours worksheets.
- Extracting text with the Find() and Length() functions.
- Understanding error values.
- Using Formula Auditing and background error checking to find and correct errors.
- Working with the Scenario Manager to create Scenario Summary reports.
- Creating advanced forms using group box, combo box, checkbox, and option button controls.
- Creating custom views.

How will this training benefit your company and employees?

Your employees will become more proficient with Excel and gain experience in using many of the application's advanced features. This will give them the ability to tackle complex tasks in Excel that are typically beyond the capabilities of most Excel users and enable them to enhance the appearance and usefulness of their work.

This training can be conducted for 8 hours or more. Onsite training may be customized to meet your business's needs.

ABOUT MACRO Development



MACRO Development is a trusted provider of comprehensive employer training programs, specializing in Microsoft Products. With over 15 years of experience in sales and community development, our facilitator brings a wealth of knowledge, perspective and business experience to every session.