Microsoft® Excel
Pivot Tables, Advanced Formulas and Charts

You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

You will also learn how create Pivot Tables from layout and formatting of source Table Data, to inventorying Data and using proven design strategies, understand advanced Pivot Table features in detail and depth, understand and customize Excel charts in depth, as well as gain knowledge of and exposure to powerful and sophisticated real-world business examples of advanced formulas.

Objectives
Upon successful completion of this course, students will be able to:
- use advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- customize and enhance workbooks and the Microsoft Office Excel environment.

Audience
This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

Topics

Section 1: Getting the Most from Your Data
- Lesson 1.1: Outlining and Grouping Data
- Lesson 1.2: Exploring Scenarios
- Lesson 1.3: Using Data Analysis Tools
- Lesson 1.4: Using Solver
- Lesson 1.5: Excel and Hyperlinks

Section 2: Pivoting Data
- Lesson 2.1: Getting Started with PivotTables
- Lesson 2.2: Working with PivotTable Data
- Lesson 2.3: Formatting a PivotTable
- Lesson 2.4: Using the Classic PivotTable Layout
- Lesson 2.5: Advanced PivotTable Tasks
- Lesson 2.6: Using PowerPivot

Section 3: Charting Pivoted Data
- Lesson 3.1: Getting Started with PivotCharts
- Lesson 3.2: Using the PivotChart Tools Tabs
- Lesson 3.3: Formatting a PivotChart
- Lesson 3.4: Advanced PivotChart Tasks

Section 4: Advanced Excel Tasks
- Lesson 4.1: Using Advanced Functions (PMT, PPMT, PV, FV, Yield)
- Lesson 4.2: Using the VLOOKUP Function
- Lesson 4.3: Using Custom AutoFill Lists
- Lesson 4.4: Linking, Consolidating, and Combining Data

Section 5: Macros, Visual Basic, and Excel Programming
- Lesson 5.1: Creating a Basic Macro
- Lesson 5.2: Visual Basic and Macros
- Lesson 5.3: More Macro Tasks
- Lesson 5.4: Advanced Visual Basic Tasks