



DATA MANIPULATION WITH EXCEL – PART 2

(Advanced)

SUMMARY:

This hands-on course is intended for anyone who uses Excel extensively and who is already comfortable with the skills that were taught in “Data Manipulation with Excel – Part 1”.

This session covers advanced level Excel topics that are required to manage and analyze data.

Assignments, handouts and examples will be used throughout the day.

Timing: This course requires 1 day

Experts in financial
modeling training

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LEARNING TOPICS:

Database Functions

- ✓ Use Excel’s Database functions so that Excel can be used instead of Access
- ✓ Learn common uses for the Database functions, some of the most underutilized tools in Excel

Static and Dynamic Naming

- ✓ Discuss the rationale for using Static Names when building formulas
- ✓ Learn to create Dynamic Named Ranges, one of the most powerful concepts in Excel which allows users to automatically update graphs, Lookup functions and Pivot Tables

Lookup Functions

- ✓ Use some of Excel’s more advanced Lookup functions, including the INDEX function, and learn helpful applications for their use

Conditional Formatting

- ✓ Use advanced conditional formatting tools to enhance the caliber of analytical output

Securing Data

- ✓ Review Excel’s security features, including some lesser-known techniques to protect a spreadsheet
- ✓ Use Excel’s Data Validation tool to restrict a cell’s contents

Learn advanced level Excel topics
to manage and analyze data