

Advanced Excel

Introduction to Basic Excel

- * Quick Revision of Basic Excel

More Functions and Formulas

- * Formulas with Multiple Operators
- * Inserting and Editing a Function
- * Auto Calculate and Manual Calculation
- * Defining Names
- * Using and Managing Defined Names
- * Displaying and Tracing Formulas
- * Understanding Formula Errors
- * Using Logical Functions
- * Using Financial Functions
- * Using Database Functions
- * Using Lookup Functions
- * User Defined and Compatibility Functions
- * Financial Functions
- * Date & Time Functions
- * Math & Trig Functions
- * Statistical Functions
- * Lookup & Reference Functions
- * Database Functions
- * Text Functions
- * Logical Functions
- * Information Functions
- * Engineering and Cube Functions

Working with Data Ranges

- * **Sorting by One Column**
- * **Sorting by Colors or Icons**
- * **Sorting by Multiple Columns**
- * **Sorting by a Custom List**
- * **Filtering Data**
- * **Creating a Custom Auto Filter**
- * **Using an Advanced Filter**

Working with Pivot Tables

- * **Creating a Pivot Table**
- * **Specifying Pivot Table Data**
- * **Changing a Pivot Table's Calculation**
- * **Filtering and Sorting a Pivot Table**
- * **Working with Pivot Table Layout**
- * **Grouping Pivot Table Items**
- * **Updating a Pivot Table**
- * **Formatting a Pivot Table**
- * **Creating a Pivot Chart**
- * **Using Slicers**
- * **Sharing Slicers Between PivotTables**