



Advance Excel Analysis Outline

Creating a PivotTable

- Creating, Modifying a Pivot Table
- Formatting a Pivot Table
- Creating Charts from a Pivot Table
- Grouping results within a pivot table
- Calculating within a Pivot Table
- Analysing information within the pivot table

Auditing Worksheets

- Trace Cell Precedents & Dependents
- Locate Errors in Formulas
- Locate Invalid Data and Formulas

Calculating with Advanced Formulas

- Create and Apply a Name for a Range of Cells
- Calculate Across Worksheets
- Calculate with Date, Statistical, Lookup and Reference, Logical Functions
- Perform What-If Analysis

Automated task with Macros

- Using Macros
- Apply Conditional Formatting
- Add Data Validation Criteria
- Modify Excel's Default Settings

Importing and Exporting Data

- Export to Microsoft Word
- Import a Word Table
- Create Links to a word document
- Securing Workbook/Worksheet

Creating and Applying Templates

- Create a Workbook from a Template
- Create a Custom Template