

## Succeeding in Business with Microsoft Excel 2

### NOTE:

This module is a look at Excel's more advanced features. Before registering for this, please be sure to register for the Excel 1 module or have a working background in Excel.

### Calculating across Multiple Worksheets and Workbooks

- Consolidating Data
- Using 3-D formulas
- Linking Workbooks

### Using What-If Analysis

- Defining a What-if Analysis
- Tracking a What-If Analysis with Scenario Manager
- Generating a Scenario Summary
- Projecting Figures Using a Data Table
- Creating a Two-Input Data Table
- Using Goal-Seek
- Setting up a Complex What-if Analysis With Solver
- Running Solver and Generating an Answer Report

### Analyzing Data with PivotTables

- Planning and Designing a PivotTable Report
- Creating a PivotTable Report
- Changing the Summary Function of a PivotTable Report
- Analyzing Three-dimensional Data
- Updating a PivotTable Report
- Changing the Structure and Format of a PivotTable Report
- Creating a PivotChart Report
- Using the GETPIVOTDATA Function

### Exchanging Data with Other Program

- Planning a Data Exchange
- Importing a Text File
- Importing a Database Table
- Inserting a Graphic File in a Worksheet
- Embedding a Worksheet
- Linking a Worksheet to Another Program
- Embedding an Excel Chart into a PowerPoint slide
- Importing a List into an Access Table

### **Customizing Excel and Advanced Worksheet Management**

- Auditing a Worksheet
- Controlling Worksheet Calculations
- Creating Custom Auto fill Lists
- Customizing Excel
- Adding a Comment to a Cell
- Creating a Template
- Protecting all or parts of a worksheet

### **Excel Functions and Data Entry Tools**

- VLOOKUP
- IF (AND, OR)
- OFFSET
- Creating Drop Down Menus (Data Validation)
- FREQUENCY (Arrays)

### **Macro and VBA**

- Creating a simple macro
- Viewing and writing a simple VBA module