Training: Business Analytics with MS Excel

Microsoft Excel Fundamentals

Launching Excel

Microsoft Excel Startup Screen

Introduction to the Excel Interface

Customizing the Excel Quick Access Toolbar

More on the Excel Interface

Understanding the Structure of an Excel Workbook

Saving an Excel Document

Opening an Existing Excel Document

Common Excel Shortcut Keys

Entering and Editing Text and Formulas

Entering Text to Create Spreadsheet Titles

Working with Numeric Data in Excel

Entering Date Values in Excel

Working with Cell References

Creating Basic Formulas in Excel

Relative Versus Absolute Cell References in Formulas

Understanding the Order of Operation (DOWNLOAD EXERCISE FILE)

Working with Basic Excel Functions

The structure of an Excel Function

Working with the SUM() Function

Working with the MIN() and MAX() Functions

Working with the AVERAGE() Function

Working with the COUNT() Function

Adjacent Cells Error in Excel Calculations

Using the AutoSum Command

Excel's AutoSum Shortcut Key

Using the AutoFill Command to Copy Formulas

Modifying an Excel Worksheet

Moving and Copying Data in an Excel Worksheet

Inserting and Deleting Rows and Columns

Changing the Width and Height of Cells

Hiding and Unhiding Excel Rows and Columns

Renaming an Excel Worksheet

Deleting an Excel Worksheet

Moving and Copying an Excel Worksheet

Formatting Data in an Excel Worksheet

Working with Font Formatting Commands

Changing the Background Color of a Cell

Adding Borders to Cells

Formatting Data as Currency Values

Formatting Percentages

Using Excel's Format Painter

Creating Styles to Format Data

Merging and Centering Cells

Using Conditional Formatting

Inserting Images and Shapes into an Excel Worksheet

Inserting Images

Inserting Excel Shapes

Formatting Excel Shapes

Working with Excel SmartArt

Creating Basic Charts in Excel

Creating an Excel Column Chart

Working with the Excel Chart Ribbon

Adding and Modifying Data on an Excel Chart

Formatting an Excel Chart

Moving a Chart to another Worksheet

Working with Excel Pie Charts

Printing an Excel Worksheet

Changing the Margins, Scaling and Orientation

Working with Page Layout View

Adding Header and Footer Content

Printing a Specific Range of Cells

Working with Excel Templates

Intro to Excel Templates

Opening an Existing Template

Creating a Custom Template

Working with an Excel List

Understanding Excel List Structure

Sorting a List Using Single Level Sort

Sorting a List Using Multi-Level Sorts

Using Custom Sorts in an Excel List

Filter an Excel List Using the AutoFilter Tool

Creating Subtotals in a List

Format a List as a Table

Using Conditional Formatting to Find Duplicates

Removing Duplicates

Excel List Functions

Introduction to Excels Function: DSUM()

Excel DSUM Function Single Criteria Continued

Excel DSUM Function with OR Criteria

Excel DSUM Function with AND Criteria

Excel Function: DAVERAGE()

Excel Function: DCOUNT()

Excel Function: SUBTOTAL()

Excel Data Validation

Understanding the Need for Excel Data Validation

Creating an Excel Data Validation List

Excel Decimal Data Validation

Adding a Custom Excel Data Validation Error

Dynamic Formulas by Using Excel Data Validation Techniques

Importing and Exporting Data

Importing Data Into Microsoft Excel

Importing Data from Text Files

Importing Data from Microsoft Access

NEW VERSION -- Import Data From Text Files into Excel

NEW VERSION -- Import Data From a Database into Excel

Microsoft Excel Legacy Import Options for New Excel Versions

Exporting Data to a Text File

Excel PivotTables

Understanding Excel PivotTables

Creating an Excel PivotTable

Modifying Excel PivotTable Calculations

Grouping PivotTable Data

Formatting PivotTable Data

Drilling Down into PivotTable Data

Creating PivotCharts

Filtering PivotTable Data

Filtering with the Slicer Tool

Working with Excel's PowerPivot Tools

Why PowerPivot?

Activating the Excel PowerPivot AddIn

Creating Data Models with PowerPivot

Creating PivotTables based on Data Models

PowerPivot Calculated Fields

PowerPivot KPIs

Working with Large Sets of Excel Data

Using the Freeze Panes Tool

Grouping Data (Columns and/or Rows)

Print Options for Large Sets of Data
Linking Worksheets (3D Formulas)
Consolidating Data from Multiple Worksheets

Working with Excel's Conditional Functions

Working with Excel Name Ranges
Advantages and Disadvantages of Excel Name Ranges
Editing an Excel Name Range
Using Excel's IF() Function
Excel's IF() Function with a Name Range
Nesting Functions with Excel
Nesting Excels AND() Function within the IF() Function
Using Excel's COUNTIF() Function
Using Excel's SUMIF() Function
Using Excel's IFERROR() Function

Working with Excel's Lookup Functions

Microsoft Excel VLOOKUP() Function
Microsoft Excel HLOOKUP() Function
Microsoft Excel INDEX() Function
Microsoft Excel MATCH() Function
Microsoft Excel INDEX() and MATCH() Function Combined
Microsoft Excel INDEX() and MATCH() Function Combined Continued
Creating a Dynamic HLOOKUP() with the MATCH() Function

Working with Excel's Text Based Functions

Using Excel's LEFT(), RIGHT() and MID() Functions
Using Excel's LEN() Function
Using Excel's SEARCH() Function
Using Excel's CONCATENATE() Function

Auditing an Excel Worksheet

Tracing Precedents in Excel Formulas
Tracing Dependents in Excel Formulas
Working with the Watch Window
Showing Formulas

Protecting Excel Worksheets and Workbooks

Protecting Specific Cells in a Worksheet
Protecting the Structure of a Workbook
Adding a Workbook Password

Mastering Excel's "What If?" Tools

Working with Excel's Goal Seek Tool
Working with Excel's Solver Tool
Building Effective Data Tables in Excel
Creating Scenarios in Excel