

Advanced Topics in Excel (Excel Level 3)



Working with Other Programs

- Inserting an Excel Worksheet into a Word Document
- Modifying an Inserted Excel Worksheet
- Inserting a Linked Excel Chart in a Word Document
- Inserting a Graphic into a Worksheet
- Opening and Saving Files in Different Formats

What If Analysis

- Defining a Scenario
- Creating a Scenario Summary Report
- Using a One and Two-Input Data Table
- Understanding Goal Seek
- Using Solver

Advanced Functions

- Using DSUM
- Using VLOOKUP
- Using TRANSPOSE

Data Analysis and Pivot Tables

- Creating a Pivot Table
- Specifying the Data a Pivot Table Analyzes
- Changing a Pivot Table's Calculation
- Selecting What Appears in a Pivot Table
- Grouping Dates in a Pivot Table
- Updating, Formatting and Charting a Pivot Table
- Creating Subtotals
- Using Database and Lookup Functions
- Grouping and Outlining a Worksheet

Automating Task with Macros

- Recording a Macro
- Playing a Macro and Assigning a Macro a Shortcut Key
- Adding a Macro to a Toolbar