

**BRIEF DESCRIPTION**

This class will cover intermediate through advanced application skills, quickly enabling students to master the application and complete complex tasks.

**PREREQUISITES:**

Understanding of the Windows operating environment, keyboard ability, and Excel Intermediate.

**INSTRUCTIONAL METHODS**

Lecture and Hands-on exercises

**CLASS OBJECTIVES:**

By the end of this class, you will be able to:

- Using What-If Analysis
- Analyzing Data with PivotTables
- Enhancing Data with Other Programs
- Customizing & Advanced Worksheet Management
- Programming with Excel

---

**CLASS OUTLINE**

**Using What-If Analysis:**

Tracking a What-If Analysis with Scenario Manager  
Generating a Scenario Summary  
Projecting Figures Using a 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:**

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 Programs:**

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 and Advanced Worksheet Management:**

Finding Files  
Auditing a Worksheet  
Outlining a Worksheet  
Controlling Worksheet Calculations  
Creating Custom AutoFill Lists  
Customizing Excel  
Adding a Comment to a Cell  
Creating a Template

**Programming with Excel:**

Viewing VBA Code  
Analyzing VBA Code  
Writing VBA Code  
Adding a Conditional Statement  
Prompting the User for Data  
Debugging a Macro  
Creating a Main Procedure  
Running a Main Procedure