

Microsoft Excel Qualifications

Practical Use

Spreadsheet Application Writing

Design and creation of spreadsheet applications for accounting, sales, and operations, including a time & material management calculator, payroll calculator, and quoting system, updating and improving efficiency of applications over time.

Data Storage & Analysis

Set up spreadsheet tables for data entry and record keeping, built in sort and filter functionality for easy analysis of data, created user entry forms for easy data entry, and exporting data to other systems.

Data Collection & Presentation

Extraction of data from accounting and other software to create better reporting and analysis, report, chart, and graph creation based on extractions, create properly formatted Excel tables from extractions to be used in applications.

General Knowledge

Workbook & Worksheet

Data connections/data linking, sheet & workbook protection, shortcut keys, full use of all toolbar actions including developers tab, selection pane, dynamic sheet naming, custom UI editor for Microsoft Office, OneDrive storage and sharing, creation of properly formatted Excel data tables.

Formatting

Dynamic conditional formatting using formulas, dynamic data validation, tables & dynamic named ranges, dynamic dependent dropdown lists, advanced filters, insertion of smart art, images, and shapes, object grouping & formatting, form controls, page layout, custom cell formatting.

Formulas & Functions

Proficient in creating complex formulas with nested functions using fixed and relative references, tracing precedents & dependents, error checking, formula evaluation including watch window usage, use of table referencing, 3d formulas, dynamic array functions.

Pivot Tables & Pivot Charts

Create advanced pivot tables from Excel data, design and customize charts, create and customize dashboards using slicers & timelines.

VBA & Macros

Write basic code from scratch, manipulate and transform advanced code to enhance spreadsheet functionality, advanced macro recording & code editing, program active x controls, write user defined functions, create & manage user forms.

Power Query/Power Pivot

Get and transform data from multiple source types, manual manipulation of computer-generated M code, web data import, and use of the data model.

Proficient in the following functions

Lookup & Reference

CHOOSE - COLUMN - COLUMNS - FILTER - HLOOKUP - INDEX - INDIRECT - OFFSET - ROW - ROWS - SORT - TRANSPOSE - UNIQUE - VLOOKUP - XLOOKUP - XMATCH

Text

CHAR - CONCATENATE - LEFT - LEN - LOWER - RIGHT - TEXTJOIN - TRIM - UPPER

Math & Trigonometry

ABS - MMULT - MOD - MROUND - PRODUCT - RAND - ROUND - ROUNDDOWN - ROUNDUP - SUM - SUMIF - SUMIFS - SUMPRODUCT

Logical

IF - IFERROR - IFNA - IFS

Information

CELL - ISBLANK - ISERR - ISERROR - ISEVEN - ISFORMULA - ISLOGICAL - ISNA - ISNONTTEXT - ISNUMBER - ISODD - ISREF - ISTEXT - SHEET - SHEETS - TYPE

Date & Time

DATE - DATEIF - DATEVALUE - DAY - DAYS - HOUR - MINUTE - MONTH - NETWORKDAYS - NOW - TIME - TIMEVALUE - TODAY - WEEKDAY - YEAR

Statistical

AVERAGE - AVERAGEIF - AVERAGEIFS - COUNT - COUNTA - COUNTBLANK - COUNTIF - COUNTIFS - MAX - MAXIFS - MIN - MINIFS