**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 - ISNONTEXT - 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