**EXCEL WORKSHOP TRAINING June 6 with Duane Aubin**

**…**interested in the answers of the following questions in all these listed skills.

When should we use this excel Feature?

How should we use this Excel Feature

1)How to use FLASH FILL

2)FUNCTIONS/ADVANCED FUNCTIONS

* V-LOOKUP
* MATCH
* SIN
* SUMIF & SUMIFS
* SUM PRODUCT
* HYPERLINK

-Learn how to use the VLOOKUP function to find data in a large spreadsheet, and on

other worksheets in a large workbook)

- how does the “Col\_index\_num” works, ( example on ESR spreadsheet)

- How to calculate %’s in Excel, use average function, mutlitply and add & subtract in Excel

-To learn complex examples and variations of the IF function in Excel, including nested IF functions, IF with AND and OR,

-COUNTIFS and SUMIFS, and AVERAGEIFS and IFERROR.

4) PivotTable and analyzing your data

-How to build Pivot Table from Reports e.g. End of Month Reporting in IDM

-Learn what a PivotTable and Pivot Charts are and how you can use them to summarize and analyze data in Excel

-How to delete pivot table

-Pivotchart reports…… how to create/delete a standard chart from data in pivot table

5)Password protect workbooks and worksheets (ie IDM entry sheets)

6)Working with macros—why? When? How to?

7) Understanding Functions in Formulas and Practicing a Few

- when looking at a spreadsheet , how to know the process of adding formulas for what I need and understanding which formula to use

-use formulas to find duplicate rows

* If you have a report with a list of items/numbers and you run a report again which will come up with the same items/numbers and more… you want to match those and find the remainder that you need to look at…
* How to find duplicates
* If you have a specific Plant # in a cell… automatically enter the correct Business Unit

8)Want to learn more keyboard shortcuts for Excel e.g. Formatting/ Selecting/Editing

9) Want to learn Mouse shortcuts for Excel

10) In MATCH, how does the Match-type works

-How to differentiate when to use VLOOKUP or MATCH

-Conditional and Match Destination Formatting when copying/ pasting

10) How to build flowcharts and represent them in Excel

11) How to create drop down lists/menus or list to a cell

12) How to create hyperlinks in Excel

---How to Link spreadsheets to other spreadsheets

---How to copy a worksheet within a workbook

13) Data Features:

* Data Validation
* Consolidate
* What if Analysis (Goal Seek etc.)
* Remove Duplicates
* Text to Columns
* Circular References
* Fetching Data from Web

14) Conditional formating

15) Advanced Charting

* + Knowing how to pick right type of chart for any situation
  + Ability to combine various charts in to one
  + Use features like in-cell charts & conditional formatting charts
  + Ability to set up dynamic & interactive charts
  + Use sparklines

Some more questions:

1. Question: Is there any way that ‘Set Print Area’ feature can be automatic according the data in the spreadsheet (Corrosion Group Master copy)???
2. Question: Is there any way I can lock spreadsheet format but cells are open to edit..will explain if I need to (Corrosion Group Master copy)????
3. Question: How to Text Wrap issue in Corrosion Group Master copy



Charts\_Practice- can be used in training for practice….

1. Question: When Saroj does these reports, she needs to sort inspectors by area based on the buisness team areas and sometimes they belong to two areas, so wants to learn how to sort in these cases.. { IF formula??)



1. Question: \*Moving within a spreadsheet to Specific Rows/Cells
2. To find one specific cell
3. To select a whole column/bunch of columns & rows
4. Question: How to create filters, quick charts/graphs (if anyone needs ….)