CSkillsfuture@ PA Microsoft Excel Advanced

- **Creating and Using Functions**

  - Round a Number
  - Create a Conditional Formula
  - Calculate a Conditional Sum
  - VLookup and HLookup
  - Perform Time Calculations
  - Perform Date Calculations
  - Using Text Functions

- **Organizing Worksheet Data**

  - Filter Duplicate Records
  - Perform Simple Sorts and Filters
  - Perform Complex Sorts
  - Using a custom list
  - Sort by Cell Color, Font Color
  - Perform Complex Filters
  - Subtotal Sorted Data
  - Database Functions

- **Analyzing Data Using a PivotTable or PivotChart**

  - Creating a Pivot Table
  - Updating Pivot Table or Pivot Chart
  - Modify Pivot Table
  - Formatting Pivot Table
  - Creating A Pivot Chart

- **Grouping and Outline**

  - Creating Groups and Outlines
  - Converting Text to Columns

- **Sharing Workbook with Others**

  - What is Data Validation?
  - When is data validation useful?
  - Data Validation messages
  - Creating Drop-Down List
  - Working with Comments
  - Track Changes
  - Protect Your Worksheets

  - Locking or Unlocking Worksheet Cells
  - Adding Security Encryption to a Workbook
  - Adding Password Protection to a Workbook

- **Automating with Macro**

  - Introducing Macros
  - Setting Macro Security Options
  - Recording a Macro
  - Run a Macro
  - Saving a Workbook with Macros
  - Opening a Workbook with Macros
  - Assign a Macro to the Quick Access Toolbar

- **Useful Data Analysis Tools and Techniques**

  - Optimize result with Goal Seek
  - Scenario
  - Solve a Formula with a Data Table
  - Consolidate Data
  - Conditional Formatting Your Worksheet

12 hours