

# MICROSOFT EXCEL BOOT CAMP

## 2 DAY

### COURSE SUMMARY

Microsoft improved Excel significantly in the most recent version. Additions to the function library, Tables, a greatly improved charting engine, and an overhaul of PivotTable functionality are just a few of changes you will learn about in Excel Boot Camp. In addition, throughout the Excel Boot Camp, you and your team will learn various techniques for enhancing not only your efficiency, but also your effectiveness, when working with Excel.

### COURSE CONTENT

#### EXCEL FOUNDATIONS

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- Customizing the Quick Access Toolbar
- Moving through the Excel Ribbon Tabs
- Number-crunching worksheets
- Inserting headings and labels
- Adding rows and columns with =AUTOSUM
- AVERAGE and other common functions
- Building your own formulas from scratch
- Checking your math with the Status Bar
- Customizing the appearance of charts

#### EXCEL FORMULAS AND FUNCTIONS

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- Formulas and functions basics
- Review of basic formula & function construction
- Working with relative and absolute references
- Understanding Order of Operations
- Using the Function Library
- Understanding Array formulas
- Using IF functions
- Building an automatic Subtotal Report
- Using the IF variants of common functions: SUMIF, COUNTIF, AVERAGEIF to build a manual subtotal report
- Working with Date and Time Functions

#### EXCEL PIVOT TABLES AND DATABASE FUNCTIONS

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- Working with Excel lists and tables
- Converting a list or range to an Excel Table
- Using the Total row
- Removing duplicate records
- Sorting and filtering a table
- Formatting a table
- Understanding and building pivot tables

- Deciding when and how to use a Pivot Table to analyze data
- Editing an existing Pivot Table
- Creating a Pivot Table from scratch
- Manipulating data in a Pivot Table
- Working with Data Validation Rules to create database consistency
- Using database functions and Advanced filter tools

## EXCEL CHARTING

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- Building charts from Excel data
- Understanding charting terminology & concepts
- Choosing the best chart type for any situation
- Manually formatting chart elements
- Editing chart source data