

# Advanced Excel

## Week 1- Excel Review

### Week 2 - Multiple Worksheets & Workbooks

Use 3D referencing  
Consolidate data into one sheet  
Apply conditional formatting  
Create validation rules  
Use range names

### Week 3- Work with Excel Databases

Create and manipulate lists  
Sort and filter data

### Week 4- Excel Databases Continued

Use the subtotal feature

### Week 6- Lookups, Nested and Conditional IFs

Create Lookup statements  
Master Nested IF statements  
Apply SUMIF, COUNTIF, AVERAGEIF

### Week 7- Pivot tables and Charts

Utilize Pivot Tables and Pivot Charts

### Week 8- Cost Volume Profit Relationships

Explore the principles of cost-volume-profit relationships  
Create a one-variable data table  
Create a two-variable data table

### Week 9- Scenario Manager

Create and apply different scenarios with Scenario Manager  
Generate a scenario summary report  
Generate a scenario Pivot Table report

### Week 11- Financial Tools

Work with financial functions  
Create an amortization table  
Calculate interest and principal payments  
Interpolate and extrapolate a series of values

### Week 12- Excel Applications & Macros

Create a WordArt graphic  
Use the IFERROR function  
Display the Developer tab  
Record and run a macro  
Assign a macro to a graphic or macro button  
Edit macro code in an editor

### Week 13- Excel Applications & Macros Continued

Display the Developer tab  
Record and run a macro  
Assign a macro to a graphic or macro button  
Edit macro code in an editor

Week 5- Test 1 (Week 2 to 4 topics)

Week 10- Test 2 (Week 6 to Week 9 topics)

Week 14- Test 3 FINAL (Week 11 to 13 topics)