

Excel Advanced Concepts

Welcome and Introductions

- Learning Objectives [review objectives and answer questions](#)
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- Evaluation
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Module - Performing Calculations with Formulas and Functions

- Translate an Equation into a Function
 - [What is a function](#)
 - [How do functions work](#)
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- Calculations with date and time
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 - International Standards
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- Autofill features
 - [Autofill](#)
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- Use quick analysis toolbar
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- Absolute and relative cell references
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 - Absolute
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 - [Cell references and moving cells](#)
- Using a logical function [Logical functions](#)
 - [IF functions](#)
 - [IF function and the function builder](#)
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- Retrieve data with lookup tables
 - [What is a Lookup Table](#)
 - [How a Vlookup works](#)
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 - [Common errors and assumptions](#)
- Do what-if analysis with goal seek [What-if](#)
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Module - Analyzing and Charting Data

- Charts [Charts as a data display tool](#)
 - [Excel Chart examples](#)
 - [Charts for presentations](#)
- Create a pie chart [creating a simple chart](#)
- Format chart elements [Formatting a chart](#) [visual guides](#)
- Create a line chart [Create a line chart from a data source](#)
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- Create a data callout [creating callouts for your data](#)

Module - Generating Reports from Multiple Sources

- Copy worksheets between workbooks [How to copy between workbooks](#)
- View workbooks in multiple windows [organizing your workbooks in multiple windows](#)
- Organize worksheets in groups
 - [grouping worksheets](#)
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- Write a 3-D reference [3D reference how to](#) [usefulness of 3-D reference in linking information](#)
- Write an external reference [external references and maintaining data integrity](#)
- Manage security features of linked documents [security features](#)
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Module - Managing Data with Data Tools

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- [Sort a data range](#)
- [Add Subtotals](#)
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Module - Summarizing Data with Pivot Tables

- Create a Pivot Table
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- Change a Pivot Table Layout
 - [Changing Pivot Table Layout](#)
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- Format a Pivot Table
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 - [Updating formats](#)
- Create a Pivot Chart
 - [Pivot chart overview](#)
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Module - Exploring Pivottable Design

- Change a Pivot Table Layout [Changing layout of a Pivot Table](#)
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 - [Displaying Totals and subtotals](#)
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Module - Exploring Financial Tools

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Module - Develop an Excel Application

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