

Excel Bootcamp

Learn Excel in this hands-on Excel Bootcamp.

In this hands-on, live Excel bootcamp you learn the foundations of Excel through advanced capabilities. Learn to use Excel formulas, how to work efficiently and effectively using Excel. You also learn techniques for working with and managing data in Excel, including how to use calculations, apply formatting to content, and how to create charts. The course includes multiple projects that help you practice and apply the skills you learn. This three-day Excel Bootcamp provides you with advanced Excel skills.

In this Excel Bootcamp you will learn:

- Calculations and Formulas: Discover how to use Excel for calculations including sum and average, and how to calculate and tabulate data easily with built-in formulas.
- Efficient Data Entry using Autofill: Learn how Excel can automatically complete text and numbers, reducing data entry work while improving accuracy.
- Functions: Find out how to use functions for formatting and correcting text, including removing unnecessary spaces, changing the case of text, and extracting specific characters.
- Formatting text, numbers, and cells: Understand how to apply formatting and color to text and cells and set the alignment of text and numbers within cells, both vertically and horizontally.
- Format Painter: Discover how to easily copy formatting between cells.
- Conditional Formatting: Set format requirements for cells based on criteria you define to easily visualize data. For example, set all positive values to green with negative values set to red.
- Charts and Graphs: Learn the basics of creating charts and graphs for data visualization. Find out how to create charts including pie charts, line graphs, and bar charts.
- Quick Access Toolbar: Discover how to work more efficiently by saving commonly used functions and commands with the Quick Access Toolbar.
- Cell Referencing: Learn to create references to cells, allowing you keep formulas accurate even as cell content changes, and making it possible to copy formulas to other cells.
- Lock values: Learn to lock the values in specific cells so they can be consistently referenced or used in formulas.

Excel Bootcamp Day 1 - Course Topics

Introduction to Excel

Understand the Excel interface. Topics include:

- Exploring the Status bar
- Switching views
- Changing the size of the worksheet display
- Using the Quick Access Toolbar
- Using the Formula Bar
- Moving around the worksheet
- Navigating the worksheet with the keyboard
- Moving to specific cells

Creating and using Excel Worksheets

*Understand various ways of **entering data in Excel** as well as **printing from Excel** as you learn ways to easily print or convert Excel content to PDF. Find out how to **use multiple worksheets** in Excel, and learn to organize data by creating, moving, copying, and managing Excel worksheets. Find out how to work more efficiently by using **repeat actions** in Excel to quickly duplicate prior actions. Find out how to save time using **Excel Shortcuts** as you discover keyboard shortcuts that save time and help you to work more efficiently. Topics include:*

- Creating workbooks
- Entering data in a cell
- Entering text and numbers
- Entering dates and times
- Entering formulas
- Exercise: Using Functions
- Working with cell ranges
- Exercise: Selecting a range of cells
- Exercise: Selecting a collection
- Using AutoFill to fill a range with data
- Saving workbooks
- Editing data
- Inserting cells
- Deleting cells
- Clearing cells
- Working with rows and columns
- Inserting rows and columns
- Deleting rows and columns
- Hiding and unhiding rows and columns
- Freezing and unfreezing rows and columns

- Creating additional worksheets
- Renaming worksheets
- Moving and copying worksheets
- Hiding sheets
- Unhiding sheets
- Deleting worksheets
- Printing worksheets and workbooks
- Printing a range of data
- Viewing the page layout
- Adding headers and footers
- Changing margins
- Changing the orientation
- Printing titles
- Turning gridlines off and on

Formatting in Excel

*Learn about **formatting Excel sheets** and content. Learn to visually distinguish certain text and numbers by applying formatting. Find out how to use the **Format Painter** in Excel: Learn to duplicate formatting from any cell and apply it to others. **Applying Conditional Formatting**: Discover how to apply formatting depending upon rules relating to content. Topics include:*

- Understanding cell formats
- Changing number formats
- Changing the number of decimal places
- Adding the thousands separator
- Assigning the currency format
- Assigning the accounting format
- Assigning the text format
- Changing the font and font size
- Changing the color of your text
- Changing the fill color
- Changing text attributes
- Modifying row heights and column widths
- Cell alignment
- Merging and centering columns
- Wrapping text
- Rotating text
- Applying Borders and shading
- Copying cell formats
- Working with cell styles
- Applying cell styles
- Clearing a style
- Creating a style

- Modifying a style
- Merging styles from other worksheets
- Using conditional formatting
- Using page themes
- Changing the color scheme
- Changing the font set
- Changing the effects

Using Excel formulas

Learn to create **Excel calculations**, formulas, and functions, including using **Excel formulas** to perform mathematical expressions.

Use **True / False** in Excel to check for matching data. Find out how to use **Excel Functions** including **AutoSum** and **text functions** that can modify text based upon input values. Also learn about **multi-Input Functions** which require multiple inputs and **Constant Cell References** that can be used for calculations. Topics include:

- Understanding Formulas including
 - Operator
 - Operand
 - Arithmetic formula
- Order of operations
- Comparison formula
- Entering simple formulas
- Building a formula by typing
- Building a formula by pointing
- Referencing cells from other worksheets or workbooks
- Referencing a cell in another worksheet
- Referencing a cell in another workbook
- Using functions
- Using the Function Library
- Creating a formula with a function
- Using the AutoSum tool
- Quickly adding up a range of values

- Using common functions including
 - SUM and AVERAGE
 - MAX and MIN
 - MEDIAN
 - IF and COUNTIF
 - NOW and PMT

- Working with ranges
- Naming a range of cells
- Naming a range of cells from a selection
- Using a range name in a formula
- Editing a range name
- Extending a range
- Deleting a range name
- Copying formulas
- Using absolute and relative cell references
- Making a cell reference absolute
- Copying formulas with AutoFill
- Copying formulas with Copy and Paste
- Pasting formula results
- Moving worksheet formulas
- Formula auditing
- Tracing formula precedents
- Tracing formula dependents
- Removing tracer arrows
- Viewing formula references
- Displaying worksheet formulas

Introduction to Charts and Graphs

Learn to **create line charts** and **spark lines** to represent data visually. Find out about various chart types including creating **Column Charts** using Excel as you learn to create column charts for data visualization.

Discover how to create **pie charts** for data visualization. Topics include:

- Understanding chart types
- Creating a chart
- Understanding chart elements
- Using chart recommendations
- Moving and resizing charts

Intermediate Excel Training Class: Course Topics

Excel Worksheet Management

- Efficient Excel Navigation: Discover shortcuts for quick and easy navigation within Excel.
- Using Paste Special: Learn to apply formats and perform calculations on selected cells.

Understanding Text Functions and Validation

- Splitting Text: Adapt Text to Columns for splitting text into multiple cells.
- Joining Text: Combine text from different cells.
- Named Ranges: Assign names to ranges of cells for referencing when conducting calculations.
- Data Validation: Create drop-down menus, making it easier to enter data accurately.
- Sort & Filter: Locate and organize data in large data sets using sort and filter options.
- Remove Duplicates: Learn to remove duplicate data from a sheet.

Using Database Functions

- VLOOKUP: Learn to use Vlookup to locate and return related information across different columns.
- HLOOKUP: Find out how to use Hlookup to locate and return related information across different rows.
- VLOOKUP - Closet Match: Discover how to use Vlookup to find the closest match when an exact match is not identified.

Understanding Logical Functions

- AND, OR: Find out how to use and/or to determine if one or more conditions are met.
- IF statements: Learn about using IF statements to return data based on the contents of other cells.

Working with Pivot Tables

- Pivot Tables: Discover how to use Pivot Tables to easily summarize large sets of data.
- Pivot Tables & Grouping: Create groups within Pivot Tables.
- Multiple Pivot Tables: Find out how to build several pivot tables within a single Excel sheet.

Using Statistical Functions

- Ranking: Learn about Rank.eq and Rank.avg functions for determining the position of a cell within a larger array.
- COUNTIFS: Discover the COUNTIFS function for counting cells based upon conditions.
- SUMIFS: Apply SUMIFS function to sum cells based upon conditions.

Advanced Chart Creation

- Combo Charts: Learn to combine two or more charts into a single chart
- Chart axis: Find out how to add a secondary axis to a chart.

More details at <https://www.agitraining.com/microsoft/excel/classes>

Advanced Excel Training Class: Course Topics

Excel Cell Management

- Cell Locking: Learn to create powerful formulas by locking columns or rows.
- Cell Auditing: Understand the relationship between formulas and cells.
- Windows: Discover techniques for editing active windows.
- Hot Keys: Learn to use the ribbon as a custom set of personalized shortcuts.

Using Special Formatting in Excel

- Date functions: Learn to calculate dates using several functions
- Conditional Formatting of Formulas: Discover how to use conditional formatting of formulas using custom rules.

Understanding Advanced Excel Functions

- Nested IF statements: Learn to use nested IF statements to create multiple options for populating cells
- IF statements using AND/OR: Learn additional IF functions available by using AND / OR

Using Excel for What If Analysis

- Goal Seek: Adjust input values to find desired results
- Data Tables: Display the range of effects for one or two variables on a formula using Data Tables.

Understanding Advanced Analytical Tools in Excel

- Data Consolidation: Learn to summarize data from separate ranges, consolidating it to a specific output range
- Conditional SumProduct: Learn how using SumProduct with conditions excludes data that fails to meet specific criteria
- Pivot Table-Calculations: Learn to create calculated columns and rows using a Pivot Table to expand beyond source data
- Pivot Charts: Learn to build dynamic visual representations of data from pivot tables

Using Excel's Advanced Database Functions

- MATCH function: Learn to return the column or row number of a lookup value
- VLOOKUP-MATCH: Create more accurate VLookUps through enhancing the determination of the Column Index number
- INDEX-MATCH: Efficiently return values and references from cells at the intersection of the row and column
- INDEX-Double MATCH: Learn to use a second Match function to create powerful two-way lookups

Learning Macros in Excel

- Recording Macros: Learn to record Macros involving formatting and calculations
- Relative Macros: Understand how to create relative reference macros used in ad-hoc reporting

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