

## Course Content (1 full day)

### ***Use advanced filters:***

- Set up filter criteria
- Apply a filter in-place
- Clear a filter

### ***Use advanced filters to extract data:***

- Set up criteria
- Set up extracted data layout
- Apply filter to extract data

### ***Use database functions to filter calculations:***

- Set up filter criteria
- Use a DSUM database function
- Use a DCOUNT database function

### ***Use the Goal Seeking tool:***

- Use Goal Seeking tool to set outcome
- Clear Goal Seeking results

### ***Use data tables to display multiple results:***

- Use a one-way data table
- Use a two-way data table

### ***Use Scenarios to change any number of variables:***

- Set up a scenario
- Display a scenario
- Produce a scenario summary report

### ***Set up data validation rules:***

- Set up data validation rules
- Add an Input Message
- Add an Error Alert
- Clear Validation

### ***Create an in-cell drop down list:***

- Create a quick drop down list
- Create a drop down list from a named range
- Edit a drop down list

### ***Use Data Tools to remove, merge & split data:***

- Split data into multiple columns
- Join data from multiple cells into one
- Remove duplicate data

### ***Consolidate multiple data ranges into one:***

- Consolidate identical source layouts
- Consolidate with links to source data
- Consolidate non-identical source layouts

### ***Use subtotals:***

- Subtotal a single column
- Subtotal multiple columns
- Remove subtotals

### ***Group and ungroup data:***

- Manually group rows together
- Automatically group rows together
- Clear grouping from rows

### ***Create a basic Pivot Table:***

- Create a Pivot Table Outline
- Add data to a Pivot Table
- Apply a row filter
- Deselect items to hide from pivot table
- Apply a column filter

# Excel Advanced Course information

## ***Work with Pivot Table tools:***

- Create a drill-down report
- Create a Pivot Chart
- Create Outlines in a Pivot Table

## ***Create and run a macro:***

- Record a macro
- Run a macro
- Add a macro button to your toolbar