Advanced Excel Workshop
Becoming MS Excel Master

Advanced Excel skills are highly relevant in business. No matter which role you're currently in or you're planning to take on. Whether you'll be in Finance, consulting, IT, in project management, your advanced Excel skills will set you apart from the competition. An advanced Microsoft Excel user is aware of the tools and features available and can apply the right tools for the right task, instead of relying on their go-to tools and making them work for every situation. Advanced Excel users always find the optimal solution for every task. This Course will Help You Build a Strong Foundation in Excel & Solve Complex Problems Fast. Becoming advanced in Excel takes practice, readiness to learn new methods and willingness to apply these to practical cases.

You Must Know!

Duration:
60 Hours

Who should attend?
Microsoft Excel users who have basic skills, willing to improve their skills and build strong analytical thinking and business intelligence skills.

Main Topics:
- Conditional Statements & Logical Operators
- Common Excel Statistical Functions
- Lookup & Reference Functions
- Text Functions
- Date & Time Functions
- Formula-Based Formatting
- Array Formulas

Course modules

Module 1 – Excel Fundamentals

- Excel Formula Syntax
- Writing Efficient Formulas with Fixed & Relative References
- Common Excel Error Types
- Formula Auditing: Trace Precedents & Dependents
- Formula Auditing: Evaluate Formula & Error Checking
- Navigating Excel Worksheets with Ctrl Shortcuts
- Function Shortcuts
- Accessing Tools with Alt Key Tips
- Creating Drop-Down Menus with Data Validation

Module 2 – Conditional Statements & Logical Operators

- Anatomy of the IF Statement
- Nesting Multiple IF Statements
- Adding Conditional AND/OR Operators
- Using NOT & "<>" Conditionals
- Fixing Errors with IFERROR
- Common IS Statements
- Excel Logical Operators

Module 3 – Common Excel Statistical Functions

- Basic Excel Statistical Functions
- Extracting Values with SMALL/LARGE & RANK/PERCENTRANK
- Randomization with RAND() & RANDBETWEEN
- Row-Level Calculation with SUMPRODUCT
- Conditional Aggregation with COUNTIFS, SUMIFS & AVERAGEIFS
- Data Profiling with COUNT & SUMPRODUCT

Module 4 – Lookup & Reference Functions

- Working with Named Ranges
- Counting Rows & Columns with ROW/ROWS & COLUMN/COLUMNS
- Introduction to VLOOKUP/HLOOKUP
- Joining Data with VLOOKUP

- o Fixing Errors with IFERROR & VLOOKUP
- o VLOOKUP Reference Array Options
- o Approximate Match Lookups
- o Navigating Cell Ranges with INDEX
- o Matching Text & Values with MATCH
- o Combining INDEX & MATCH to Dynamically Search Ranges
- o Combining MATCH & VLOOKUP for More Flexible Lookups
- o TROUBLESHOOTING: VLOOKUP with Duplicate Keys
- o Selecting List Items with CHOOSE
- o Defining Ranges with OFFSET
- o Combining OFFSET with COUNTA to Create a Flexible Range
- o Using OFFSET to Create Interactive Charts

Module 5 – Text Functions

- o Capitalization with UPPER, LOWER, PROPER & TRIM
- o Combining Text with CONCATENATE (&)
- o Extracting Strings with LEFT, MID, RIGHT & LEN
- o Converting Text to Values with TEXT & VALUE
- o Searching Text String with SEARCH & FIND
- o Categorizing Data with IF(ISNUMBER(SEARCH))
- o Combining RIGHT, LEN, and SEARCH
- o Replacing Text with SUBSTITUTE

Module 6 – Date & Time Functions

- o Understanding Excel Date Syntax with DATEVALUE
- o Formatting Dates & Filling Date Series
- o Creating Real-Time Functions with TODAY & NOW
- o Extracting Time Periods with YEAR, MONTH, DAY, HOUR, MINUTE & SECOND
- o Calculating the Month Start or End with EOMONTH
- o Calculating % of Year with YEARFRAC
- o Defining Time Periods with WEEKDAY, WORKDAY & NETWORKDAYS
- o Calculating Differences Between Dates with DATEDIF (Legacy Function)

Module 7 – Formula-Based Formatting

- Creating, Editing & Managing Formula-Based Rules
- Highlighting Rows Using the MOD Function
- Formatting Based on the Value of Another Cell
- Formatting Cells Using Text Functions & Logical Operators

Module 8 – Array Formulas

- Rules of Excel Array Functions
- Pros & Cons of Array Functions
- Defining Vertical, Horizontal, and 2-Dimensional Arrays
- Using Array Constants in Formulas
- Defining & Referencing Named Array Constants
- Restructuring Data with TRANSPOSE
- Linking Data Between Sheets (Array vs. Non-Array Comparison)
- Returning the Largest Values in a Range
- Counting Characters Across Cells
- Creating a "MAX IF" Array Formula
- Creating a "MAX IF" Array Formula with Multiple Criteria
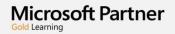- Converting Boolean Values Using the Double Unary ("--")

Module 9 – Advanced Topics

- Creating Custom References with INDIRECT
- Linking to Worksheet Locations with HYPERLINK
- Real-Time Weather Conditions with WEBSERVICE & FILTERXML

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המרכז הבינלאומי
ללימודי הייטק וחדשנות

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קמפוסים בפריסה ארצית:

תל אביב	**רחובות**	**ירושלים**	**באר שבע**
ראול ולנברג 36	רחוב אופנהיימר 5	רחוב יפו 34	רחוב האנרגיה 77
קריית עתידים	פארק המדע		פארק ההייטק