

**Microsoft Excel: Advanced Level**

**Category:**

Computers

**Course Prerequisite:**

Must have Excel Intermediate Competency Level

**Course Length:**

6 hours

**Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT  
(virtual or classroom)

**Description:**

Advanced competencies in Excel are learned.

**Core Competencies & Benefits:**

* Applying a password to open or modify a spreadsheet
* Allowing users to edit ranges with passwords
* Applying conditional formatting
* Using data validation to restrict data entry
* Creating drop-down lists
* Auditing a spreadsheet
  + Displaying formulas
  + Tracing precedents and dependents
  + Creating a Watch Window
  + Evaluating formulas
  + Using automatic and manual calculation options
* Creating sparklines
* Using the Scenario Manager
* Using Goal Seek
* Creating custom lists
* Creating custom views
* Creating one way and two way Data Tables
* Removing duplicates
* Using the Analysis ToolPak
* Linking cells (DDE)
  + Creating a link using an equation
  + Creating a link using paste special
  + Linking from Microsoft Excel to Microsoft Word
* Embedding programs (OLE)
  + Embedding an Excel spreadsheet inside a Word document