

Excel: Advanced

Advanced – Level 3	
Streamlining with macros including:	Advanced formula creation including:
What is a macro Creating and editing a macro Documenting, running and cancelling a macro Assigning items to the ribbon and creating your own tab Assigning macros to buttons and quick keys Saving your macros	Using the IF function Using vertical and horizontal lookups Working with date functions Using auditing features Using cell names to streamline your work
Customizing the work area including:	Miscellaneous features including:
Setting defaults with options and default template Creating styles Creating templates and form items Protecting your worksheets Using Data validation	A look at pivot tables Modifying your pivot table Creating scenarios Using goal seek Tips and tricks