

<b>Course</b>	<b>Excel Advanced – Top Ten Efficiency Tips to Automate, Analyze &amp; Format</b>
<b>Length</b>	1- 3 Hours
<b>Audience/ Synopsis</b>	This course is for those people who have mastered Excel Basics and need to manage more complex worksheets, and streamline data entry and analysis. This course also introduces data entry and formatting tools to manage inputting efficiency, including protection and validation alerts. Discover how to link data from one sheet to other sheets using group and 3-D formula features. Learn to use the functions to clean up data entry flaws, retrieve data and input data.
<b>Prerequisite</b>	Excel Basics and Formula Building or comparable experience. (Participants must be proficient in Excel on at least an introductory level.)
<b>Topics</b>	<p><b>Module 1: Formatting:</b></p> <ul style="list-style-type: none"> <li>• Learn keyboard shortcuts to format percentage or currency</li> <li>• Add paragraph break in cell</li> <li>• Hide confidential data in printouts</li> </ul>
	<p><b>Module 2: Customization:</b></p> <ul style="list-style-type: none"> <li>• Customize Quick Access Toolbar with own commands</li> <li>• Display Formula results</li> </ul>
	<p><b>Module 3: Navigation:</b></p> <ul style="list-style-type: none"> <li>• Learn keyboard shortcuts to navigate larger workbooks</li> <li>• Build a macro PRINT button on a Summary Sheet</li> </ul>
	<p><b>Module 4: Data Entry:</b></p> <ul style="list-style-type: none"> <li>• Restrict data entry to parts of a sheet</li> <li>• Streamline data entry with Fill Handle</li> <li>• Create Custom List in Excel for efficient data entry</li> <li>• Automate Spreadsheets with today's date shortcut</li> <li>• Quickly create a template and enter data in all sheets using GROUP</li> </ul>
	<p><b>Module 5: Automate with Calculation:</b></p> <ul style="list-style-type: none"> <li>• Auto Sum Keyboard shortcut</li> <li>• Retrieve data from another worksheet with IF, LOOKUP function</li> <li>• Clean-up merge data fields with TEXT TO COLUMN utility</li> <li>• Convert text case: PROPER, LOWER, UPPER</li> <li>• Remove blank spaces/unprintable characters: CLEAN, TRIM</li> </ul>
	<p><b>Module 6: Analysis:</b></p> <ul style="list-style-type: none"> <li>• Build drop down list with Data Validation</li> <li>• Quickly visualize data with keyboard Chart shortcut</li> <li>• Create a scorecard with Conditional Formatting</li> <li>• Uncover new features in Excel Pivot Tables</li> </ul>