



Microsoft® Excel: Power User

Course Length: One Day

Prerequisites: Intro to PC's or basic computer knowledge, Excel Levels 1, 2 and 3.

Course Description

This course is designed to give proficiency in how to use formulas, functions, arrays, and add-ins for manipulating and analyzing data.

Table of Contents

Unit 1: Getting started

- Topic A: Spreadsheet terminology
- Topic B: Exploring the Excel window
- Topic C: Getting help
- Topic D: Opening and navigating workbooks
- Topic E: Closing workbooks

Unit 1: Advanced formulas, functions, and arrays

- Topic A: Text functions
- Topic B: Information functions
- Topic C: Array formulas
- Topic D: Labels

Unit 2: Advanced editing and formatting

- Topic A: The Paste Special command
- Topic B: The Go To Special dialog box
- Topic C: Advanced formatting features

Unit 3: Advanced graphics

- Topic A: Creating a custom chart
- Topic B: Working with pictures

Unit 4: Analyzing and sharing information

- Topic A: Using add-ins
- Topic B: Solver models and reports
- Topic C: Statistical analysis tools
- Topic D: Embedding and linking

Unit 5: Advanced customization

- Topic A: Custom lists
- Topic B: Changing default settings
- Topic C: Automating Excel

Course Objectives

At the end of this course, students will be able to:

- Paste only certain parts of cell data, select cells containing particular kinds of data or formatting, and use advanced formatting techniques.
- Use built-in, custom chart types to represent data in unusual ways; insert clip art and picture files in

worksheets and charts; and create user-defined chart types.



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- Use wizards to add commands and functions to Excel; use advanced Solver features; and use various Analysis ToolPak tools to analyze data; and embed and link objects in a worksheet.
- Create and use custom lists, change various default settings, use AutoRecover and AutoCorrect, and smart tags