

## Program Content

- A one-variable data table
- A two-variable data table
- Add data labels
- Apply data validation to cells
- Assign a macro to an object, graphic or control
- Basic Numeric Information
- Change the layout of chart elements manually
- Conditional Formatting
- Conditional Functions
- Create a chart from start to finish
- Create a custom number format
- Create a macro by using Microsoft Visual Basic
- Create a Power View report
- Create calculated fields
- Creating a Template
- Creating Dates & Times
- Data Lookup Functions
- Data table basics
- Define and solve a problem by using Solver
- Filtering Information
- Handle empty cells or zero values
- Importing and Exporting Data
- Information Functions
- Insert subtotals in a list of data in a worksheet
- Optimize for Power View reporting
- PivotTable data analysis using a Data Model in Excel 2013
- Protect a worksheet with or without a password
- Record a macro
- Scenario basics
- Share workbook , Merging copies of a shared workbook
- Show or hide data markers
- Sorting
- Sparklines
- Speed up calculation on a worksheet that contains data tables
- Statistical Functions
- Switch between various sets of values by using scenarios
- Text Functions
- Use Goal Seek to find the result you want by adjusting an input value
- Using Common Built-In Functions
- Using Hyperlinks
- Working with Named Ranges

Wednesday 9:00am – 6:00pm (1 Day|9 Hours)