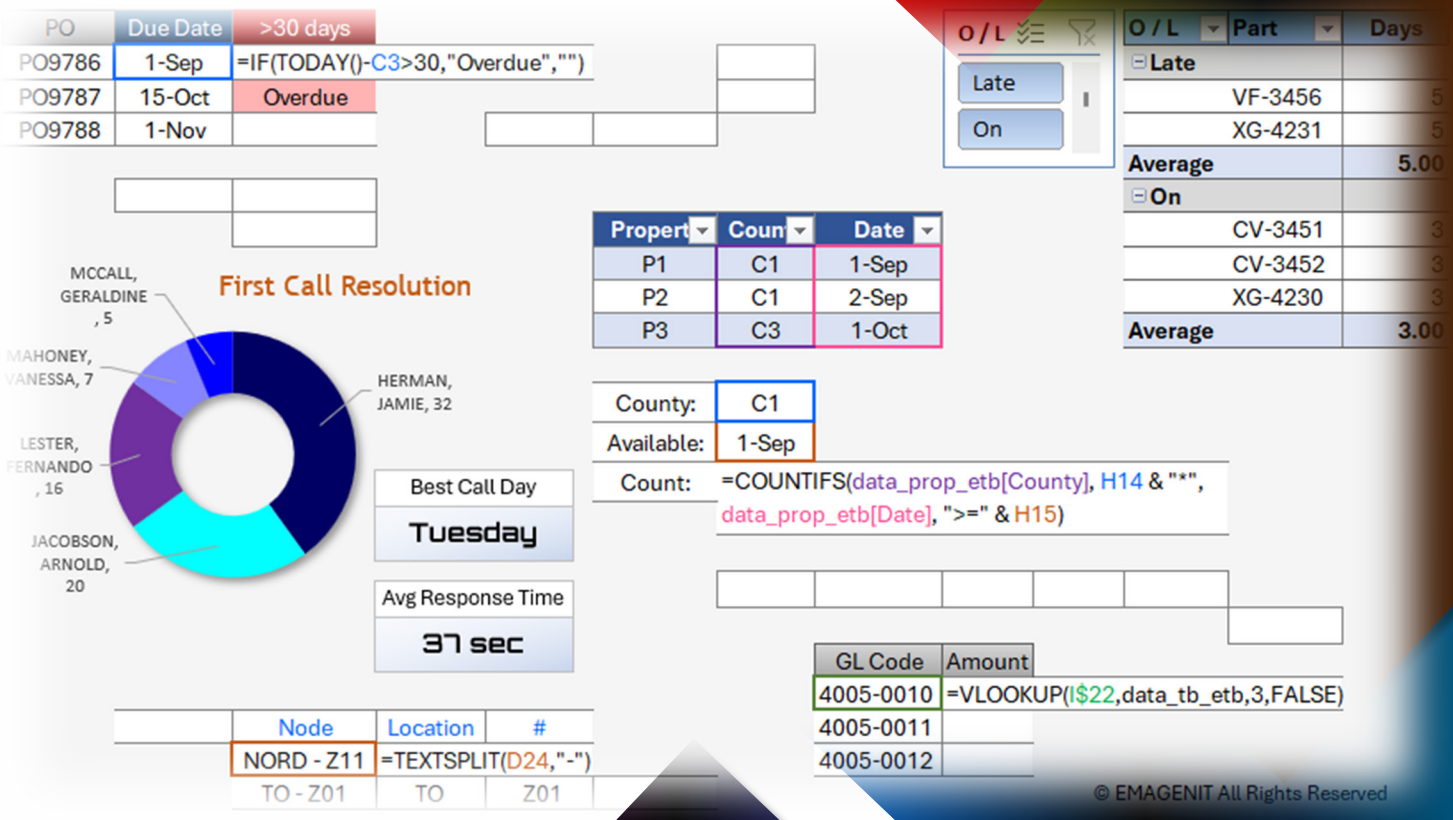
EMAGENIT

State of the art Excel training.

Intermediate Excel

for Business and Industry

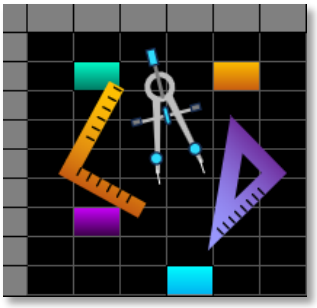


Use the power of Excel to quickly solve problems and analyze data. Learn how to unleash Excel's powerful abilities to calculate problems, analyze and visualize data, and rapidly generate reports.

www.emagenit.com >

How our class can help you.

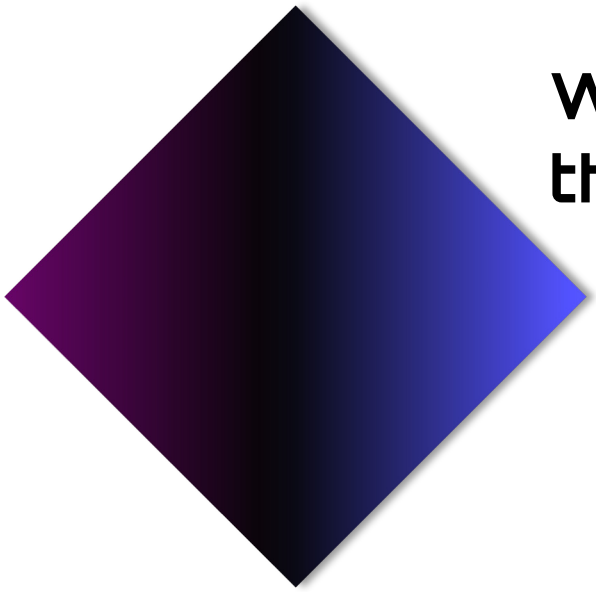
Our 1-day class shows you hands-on how to start harnessing Excel's calculation, data processing, and reporting abilities. It covers essential topics like building formulas, linking worksheets and workbooks, and organizing data in Excel tables for quick analysis and use.



Class Examples >

In addition, our training shows in-depth how to use worksheet functions to perform table lookups; sum and count data; parse dates and text; and make logic decisions in your formulas.

Also covered is how to generate reports using Excel's different filters; build industry charts; and create powerful PivotTable reports.



Who should attend the class?

Business, government, industry, military, engineering, science, techs... Class examples will be determined by those in attendance.

Minimum Excel skills needed for the class.

Select this Excel training if you or your group have:

- Opened and saved a workbook file
- Copied and pasted worksheet data
- Performed basic cell formatting tasks like coloring a cell, bolding, aligning...
- Typed data in worksheet cells
- Built basic formulas like =A1+A2 and know how to use cell references
- Used a worksheet function like =Sum(A1:A10) in a formula or have seen it before

How we run the class.

We focus our training on what our customers need. When training begins, we analyze those needs and shift our outline appropriately. We will stress or add topics that our customers want.

Class formats and signup.

In-Person, Virtually, and Onsite. Our live hands-on classes can be attended virtually or in-person. Please visit our public signup page for class times and pricing >. Contact EMAGENIT directly at 805.498.7162 for more information about our onsites.

Key Excel topics covered in class.

- Problem layout; building formulas; cell names; and linking workbooks / worksheets
- Building and using worksheet and Excel tables to store and analyze data
- Using Data Validation to control worksheet data entry and to create cell lists
- Making decisions in your formulas using the IF, And... functions and <,>,=... operators
- Filtering, sorting, and grouping worksheet data to make reports
- Using Conditional Formatting to automatically color data based on logic
- Looking up and merging worksheet data using the lookup functions
- Using logic to summarize and count worksheet data
- Analyzing date and times on the worksheet using the date / time functions
- Importing a text file to the worksheet using Text Wizard and Text to Columns
- How to parse, clean, and combine text using the text functions and concatenation
- Creating and formatting industry charts and combining charts and ranges to make reports
- Building basic PivotTables / Pivot Charts to rapidly summarize data

Detailed class syllabus.

Problem Layout, Formulas, Functions, and Linking

- Organizing your problem on the worksheet for easy user entry and formula construction
- Review of the different types of cell references and operators used in formula construction
- Review of using basic functions (i.e., SUM, MAX...) and nesting functions in formulas
- How to create names to track cells and ranges in formulas and other Excel features
- How to quickly link to sheets and other workbooks in formulas
- Using Data Validation to control cell inputs and create cell drop down lists

How to Make Logic Decisions in Your Formulas

- What is logic and how to leverage it in your formulas to make decisions?
- The basics of determining logic triggers (criteria) in your worksheet data
- How to use the relational operators: <, >, <=, >=, < >, = to make decisions in formulas
- How to use the IF, AND, IS, OR... logical functions to make decisions
- Using worksheet functions to build logic decisions for the IF function
- Using IF and logic criteria to decide what formula to run or value to output

Reporting Data with Excel Tables, Filters, and Conditional Formatting

- How to create a worksheet table and Excel table to store your data

- Hiding and unhiding worksheet rows and columns using the Group feature
- Using Autofilter, Advanced Filter, Sort, and Remove Duplicates to filter worksheet data
- Controlling an Excel table's formats, filters, analysis tools, and slicers
- Copying and pasting parts of filtered worksheet data with PasteSpecial
- Using Conditional Formatting to automatically color and format worksheet data

Performing Table Lookups on the Worksheet

- Rules for designing a worksheet table that can be used by the lookup functions
- Using VLOOKUP, HLOOKUP, and XLOOKUP to lookup table information
- Using XMATCH and MATCH to find item position (i.e., 1, 2, 3...) within a row or column
- How to use INDEX to perform table lookups that XLOOKUP and VLOOKUP cannot
- Returning rows, columns, and parts of a table using INDEX and spill over arrays

Calculating Worksheet Data Using Logic

- How to make the logic criteria for the SUMIFS, COUNTIFS... functions
- Using SUMIF, SUMIF to summarize your worksheet data based on logic
- Using COUNTIF, COUNTIFS to count the number of items in your data based on logic
- Using COUNTIF to determine if worksheet tables have matching content
- How to use MAXIFS, AVERAGEIFS... to determine max, min, and average values based on logic
- Using string concatenation to create adaptive criteria for SUMIFS, COUNTIFS...

Analyzing Dates and Times in Your Worksheet Data

- Extracting the month and day name from your date values using the TEXT function
- Using the DAY, MONTH, YEAR, TIME... functions to break down dates and times
- Using the TODAY, NOW, EOMONTH.. functions to generate various date times
- How to use the date / time functions to calculate the # of workdays, start of the week, days left...
- Assembling valid date time values from multiple columns of data using concatenation

Importing, Cleaning, and Analyzing Text Data

- Using Text Wizard to import a text file onto a worksheet
- Using Text to Columns to separate delimited worksheet data into separate columns
- Parsing, trimming, and cleaning worksheet text using functions like LEFT, MID, TRIM, CLEAN...
- How to use string concatenation to merge worksheet text data

Creating and Formatting Industry Charts

- Creating the worksheet tables that are used for various Excel chart types
- How to create and format various chart types including combo charts, doughnut, column, line...
- Creating limit lines, gridlines, titles, data labels... in charts
- How to create a secondary chart axis
- How to make a chart template for rapid reporting

- Blending charts, ranges, and formulas to make a chart report

Creating Basic PivotTables / Pivot Charts to Rapidly Summarize Data

- What is a PivotTable / Pivot Chart used for?
- Laying out a worksheet table for PivotTable use
- How to build, format, sum, subtotal, total... a PivotTable
- How to construct, edit, and format a Pivot Chart
- How to filter the view of a PivotTable / Pivot Chart using filters, slicers, and timelines