

Excel Skills Training

TCU Neeley Graduate Programs provides our students interactive, hands-on Excel training presented by DFW Excel Experts. These sessions help students take their Excel skills to the next level, allowing you to understand the business context and connect the business need to a technology solution.

Excel Intermediate Part 1

Overview

This class is designed for people who have a basic knowledge of Excel, and who want to increase their knowledge of the practical uses of Excel. By the completion of this class, participants will have a thorough knowledge of using Excel to manage data in multiple sheets in an Excel workbook. Excel Intermediate Part 1 is focused on managing your data through the use of a variety of Excel features and functions. After taking this class, we highly recommend taking the Excel Intermediate Part 2 class which is focused on presenting your data.

Prerequisites

Participants must have basic knowledge of entering data, formatting and simple formulas.

Class Outline

- A. Cell References
- B. Tables
- C. Range Names
- D. Functions Overview
 - Date and Time Functions
 - Statistical Functions
 - Text Functions
 - Logical Functions
 - Lookup Functions
- E. Flash Fill
- F. Advanced Sorting and Advanced Filtering of Data

Excel Intermediate Part 2

Overview

This class is designed for people who have basic knowledge of Excel, and who want to improve the presentation of data in Excel. Excel provides many tools for analyzing data however it is often a challenge to present the data in a meaningful way for others to use.

By the completion of this class participants will have a thorough knowledge of Excel data presentations tools including Data Validation, Conditional Formatting, Advanced Charts, PivotTables, and PivotCharts. This is the second half of our Excel Intermediate Class. The Excel Intermediate Part 1 is focused on managing your data through the use of a variety of Excel features and functions, while the Excel Intermediate Part 2 class is focused on presenting your data.

Prerequisites

Participants must have basic knowledge of entering data, formatting and simple formulas. Participants should be familiar with the topics covered in the Excel Intermediate Part 1 class.

Class Outline

- A. Data Validation
 - Understanding Data Validation
 - Data Validation Rule Setting
 - Data Validation Tool Tips
 - Data Validation Custom Error Messages
- B. Conditional Formatting
 - Understanding Conditional Formatting
 - Highlight Cell Rules
 - Top/Bottom Rules
 - Data Bars
 - Color Scales
 - Icon Sets
 - Custom Rules
 - Advanced Rules based on Formulas
 - Creating a Schedule (Gantt chart) using Conditional Formatting
- C. Advanced Charts
 - Waterfall Chart
 - Histogram Chart
 - Pareto Chart
 - Box & Whisker Chart
 - Treeman Chart
 - Sunburst Chart
 - Sparkline Cell Chart
- D. PivotTable Fundamentals
 - Preparing the Data
 - Anatomy of a PivotTable
 - Slicing and Dicing with a PivotTable
 - Grouping Data
 - Sorting Data
 - Custom PivotTable Field Names
 - PivotTable Slicers

- PivotCache
- Refreshing Data
- E. PivotTable Calculations
 - Customize Subtotals
 - Showing Values as Calculations
 - Calculated Fields
 - Calculated Items
- F. PivotCharts
 - Creating a PivotChart
 - PivotChart Control Buttons
 - PivotChart and PivotTable Filters