



Infotech Performance Group

Software Training with CEU's

Excel Advanced

INFOTECH PERFORMANCE GROUP

Software Training with CEU's®

760.716.5868

infotech4scripps.com

BRN

Provider approved by the California
Board of Registered Nursing, Provider
#11907,
for 3.5 Contact Hours

For more information on our courses
or consulting services please visit us
on the Web at:

www.infotech4scripps.com

Named Ranges

- Adding and deleting range names
- Rules for naming ranges
- Using range names as locators
- Using range names in formulas
- Creating Range names with Excel
- Absolute vs. relative addressing

IF function and Conditional Formatting

- Understanding logical formulas
- The logical test
- IF statements
- Creating formulas with Nested IF statements
- Conditional formatting
- Goal Seek

Working in multi-sheet workbooks

- Adding, deleting, copying and moving sheets
- Renaming sheets
- Default Sheets in new workbook
- Grouping and ungrouping sheets
- Adding text and formatting to grouped sheets
- Adding and deleting rows and columns
- Creating Formulas on Multiple Worksheets
- Creating a Summary Sheet
- Tips for working with Multi-sheet workbooks

Macros

- Recording Macros
- Storing Macros
- Running Macros
- Absolute vs. Relative referencing
- Assigning Shortcut Keys to Macros
- Adding a Macro Button to a Toolbar
- Adding Controls to a Worksheet