



This advanced level class focuses on data consolidation and data analysis. If you have multiple worksheets in a single workbook or multiple related workbooks, you probably need to accumulate and summarize data from various sources. The key to successful consolidation is accuracy. You need to link data sources so you have confidence in the results.

If you have been creating your financial consolidations manually, you will be impressed with Excel's summary and consolidation features. You have more control over your data than you think. Now is the time to divide those over-sized worksheets into smaller, more manageable units, and relate the individual units to achieve over-sized results.

And finally, you will learn to customize your Excel workspace and customize the Excel startup procedures. Creating new toolbars and modifying existing toolbars allow for more efficient and effective production of worksheets.

PREREQUISITES

- Windows Introduction or equivalent experience
- Microsoft Excel Introduction
- Microsoft Excel Intermediate

CONTENT

- Open multiple workbooks simultaneously
- Display parts of multiple workbooks on the desktop
- Copy and paste between workbooks
- Use copy and paste special
- Link data in multiple workbooks
- Write linking formulas
- Consolidate data based on its position in a worksheet
- Consolidate data based on data categories
- Outline worksheets to display or print various levels of worksheet detail
- Use Pivot Tables to summarize and analyze large banks of data
- Modify and expand a pivot table
- Customize your workspace
- Modify existing menus
- Create new toolbars
- Edit existing toolbars and Excel options