



## TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

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**Let's Reach For Excellence!**

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## Microsoft Excel 365: Expert Skills

**Duration:** 04 days

After the Essential Skills course you'll be really, really good with Excel. If you then want to join the tiny elite of power-users who can do absolutely everything with Excel you can take the Expert Skills follow-on course and become a true Excel guru.

By the end of this course your Excel skills will be greater and broader than almost all other Excel users in the workplace.

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## COURSE OUTLINE

### Session 1: Tables and Ranges

- Apply a simple filter to a range
- Apply a top 10 and custom filter to a range
- Apply an advanced filter with multiple OR criteria
- Apply an advanced filter with complex criteria
- Apply an advanced filter with function-driven criteria
- Extract unique records using an advanced filter
- Add totals using Quick Analysis
- Add percentage and running totals using Quick Analysis
- Convert to range into a table and add a total row
- Format a table using table styles and convert a table into a range
- Create a custom table style
- Sort a range or table by rows
- Sort a range by columns
- Sort a range or table by custom list
- Name a table and create an automatic structured table reference
- Create a manual structured table reference
- Use special items in structured table references
- Understand unqualified structured table references

### Session 2: Data Integrity, Subtotals and Validations

- Split fixed width data using Text to Columns
- Split delimited data using Text to Columns
- Automatically subtotal a range
- Create nested subtotals
- Consolidate data from multiple data ranges
- Use data consolidation to generate quick subtotals from tables
- Validate numerical data
- Create user-friendly messages for validation errors
- Create data validation input messages
- Add a formula-driven date validation and a text length validation
- Add a table-based dynamic list validation
- Use a formula-driven custom validation to enforce complex business rules
- Remove duplicate values from a table
- Use a custom validation to add a unique constraint to a column

### Session 3: Advanced Functions

- Use the IF logic function
- Use the SUMIF & COUNTIF functions to create conditional totals
- Use the SUMIFS & COUNTIFS functions to create conditional totals
- Use the AND and OR functions to construct complex Boolean criteria
- Use the TEXT function to format numerical values as strings

- Extract text from fixed width strings using the LEFT, RIGHT and MID functions
- Extract text from delimited strings using the FIND and LEN functions
- Use a VLOOKUP function for an exact lookup
- Use an IFERROR function to suppress error messages
- Use a VLOOKUP function for an inexact lookup
- Use a MATCH function for an exact lookup
- Use the INDEX function
- Use the IFS function

#### **Session 4: Using Names and the Formula Auditing Tools**

- Automatically create single-cell range names
- Manually create single cell range names and named constants
- Use range names to make formulas more readable
- Automatically create range names in two dimensions
- Use intersection range names and the INDIRECT function
- Create dynamic formula-based range names using the OFFSET function
- Create table-based dynamic range names
- Create two linked drop-down lists using range names
- Audit a formula by tracing precedents
- Audit a formula by tracing dependents
- Use the watch window to monitor cell values
- Use Speak Cells to eliminate data entry errors

#### **Session 5: What If Analysis and Security**

- Create a single-input data table
- Create a two-input data table
- Define Scenarios
- Create a scenario summary report
- Use Goal Seek
- Use Solver
- Create custom views
- Prevent unauthorized users from opening or modifying workbooks
- Control the changes users can make to workbooks
- Restrict the cells users are allowed to change
- Allow different levels of access to a worksheet with multiple passwords

#### **Session 6: PivotTables**

- Create a one dimensional pivot table report from a table
- Create a grouped pivot table report
- Understand pivot table rows and columns
- Use an external data source
- Understand the PivotTable data cache
- Apply a simple filter and sort to a pivot table
- Use report filter fields

- Filter a pivot table visually using slicers
- Add a timeline to a PivotTable
- Use slicers to create a data-driven interface
- Use report filter fields to automatically create multiple pages
- Format a pivot table using PivotTable styles
- Create a custom PivotTable style
- Understand pivot table report layouts
- Add/remove subtotals and apply formatting to pivot table fields
- Display multiple summations within a single pivot table
- Add a calculated field and item to a pivot table
- Group by Text & Date
- Group by numeric value ranges
- Show row data by percentage of total rather than value
- Create a pivot chart from a pivot table
- Embed multiple pivot tables onto a worksheet
- Use slicers to filter multiple pivot tables
- Use pivot table values in simple formulas
- Use the GETPIVOTDATA function

### **Session 7: Forms and Macros**

- Understand macros and VBA
- Record a macro with absolute references
- Understand macro security
- Implement macro security
- Understand trusted documents
- Record a macro with relative references
- Use shapes to run macros
- Run a macro from a button control
- Show and hide Ribbon tabs
- Add custom groups to standard Ribbon tabs
- Create a custom Ribbon tab

### **Session 8: Working with the Hyperlinks, Other Applications and Workgroups**

- Hyperlink to worksheets and ranges
- Hyperlink to other workbooks and the Internet
- Hyperlink to an e-mail address and enhance the browsing experience
- Embed an Excel worksheet object into a Word document
- Embed an Excel chart object into a Word document
- Link an Excel worksheet to a Word document
- Understand the three different ways to share a document
- Share a workbook using lock method
- Share a workbook using the merge method
- Share a workbook on a network
- Accept and reject changes to shared workbooks