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Description Content Reviews This user guide will introduce you to some of Excel's more complex functionality. Specifically when analysing data. You will learn how to: Use Conditional Logic in a formula – IF statements Use the SumIF and CountIF functions Produce a chart Sort and filter Apply subtotals Introduction to Pivot Tables Introduction to Macros Apply Conditional Logic in formula IF Function (IF Statement) Nested IF Function Countif Function Sumif Function Create and apply Range Names Defining a Named Cell or Range of Cells Using a Named Cell in a formula Naming a range of cells Editing and renaming a named range Define a Name Using the Dialogue Box Charts Using Quick Analysis Recommended Charts Creating charts with the keyboard Creating line charts Creating and editing a column chart Creating pie charts Modifying charts using the Ribbon Modifying charts using icons Formatting charts – Task Pane Apply and manipulate illustrations Pictures in Excel Resize the picture – dragging Modify a picture Reset a picture SmartArt Shapes Inserting shapes into a workbook Screenshots Manage comments Inserting and editing comments Deleting comments Show/Hide Comments Moving between comments Printing comments Sorting data Databases in Excel – introduction Sort data Sort on font colour Sort on cell colour Sort on cell icon Filtering data Filter data – the filter icon Filter on text Filter on more than one column Remove the filter Filter data on colour Text filters Number filters Date filters Format as table Reasons to use Tables in Excel Format as table icon Insert a table Change table style Remove formatting Name the table Calculated columns Add a total row Convert back to a range (remove automatic functionality) Filter a table Filter a table Filter a table with a total row Insert a slicer Customize a slicer Delete a slicer Grouping and outlining Outlining Create an automatic outline Subtotals Why use subtotals? Sort first Remove subtotals Apply conditional formatting Conditional formatting Top and bottom rules Data bars Colour scales Icon sets Clear conditional formatting Use a formula to control conditional formatting Sparkline charts Sparkline line chart Column spark lines Creating a win/loss spark line chart Remove a spark line chart Text functions Text functions – an introduction Concatenate Trim Upper Lower Proper Right Left Mid Quick analysis Quick analysis analysis Formatting Quick analysis totals Quick analysis Charts Quick analysis Tables Quick analysis sparklines Macros What is a Macro Macro security Get ready Get set and go Run the macro Andewi Excellent book. Easy to be followed. Thank you. sames2009@gmail.com Easy to use and apply. Dr. Zulkhar Nain This is a simple to understand book. I appreciate the efforts made in writing it. More reviews It is never too late to start learning and it would be a shame to miss an opportunity to learn a tutorial or course that can be so useful as Excel for advanced users especially when it is free! You do not have to register for expensive classes and travel from one part of town to another to take classes. All you need to do is download the course and open the PDF file. This specific program is classified in the Excel category where you can find some other similar courses. Thanks to people (like you?) Who share their knowledge, you can discover the extent of our being selected to easily learn without spending a fortune! Excel for advanced users. is available for free by its author. But also many other tutorials are accessible just as easily! Computer PDF guide you and allow you to save on your studies. Excel for advanced users. help on the contact form if problems. 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You do not have to register for expensive classes and travel from one part of town to another to take classes. All you need to do is download the course and open the PDF file. This specific program is classified in the Excel category where you can find some other similar courses. Thanks to people (like you?) Who share their knowledge, you can discover the extent of our being selected to easily learn without spending a fortune! Excel 2010 Advanced. is available for free by its author. But also many other tutorials are accessible just as easily! Computer PDF guide you and allow you to save on your studies. Excel 2010 Advanced. help on the contact form if problems. Computer PDF is also courses for training in Excel 2007, 2010, 2013, 2016, charts, PivotTables and PivotCharts, Formulas, Data and Statistics, Pivot Tables, VLOOKUP, and IF functions and many others IT. You should come see our Excel documents. You will find your happiness without trouble! 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These include automatically changing the color of key metrics, dynamically sorting chart data, and building creative labels. Next, you will understand the role of Power Query which is one of the most important upgrades in Excel. Power Query is the Microsoft Data Connectivity and Data Preparation technology that enables business users to seamlessly access data stored in hundreds of data sources and reshape it to fit their needs, with an easy-to-use, engaging, and no-code user experience. Finally, you will learn Power Pivot which is a distinct feature in Excel that goes beyond spreadsheets. After reading this book, you will be well equipped to work on Excel with its advanced features. What You Will Learn Work with the most useful data tools Understand formulas and the ten power functions Use advanced chart and formatting tricks and techniques for dynamic and effective visuals Work with power tools Who This Book Is For Excel users looking to take the next step to expert level. 29k Accesses 1 Citations 1 Altmetric Page 2 Figure 4-1.Figure 4-2.Figure 4-3.Figure 4-4.Figure 4-5.Figure 4-6.Figure 4-7.Figure 4-8.Figure 4-9.Figure 4-10.Figure 4-11.Figure 4-12.Figure 4-13.Figure 4-14.Figure 4-15.Figure 4-16.Figure 4-17.Figure 4-18.Figure 4-19.Figure 4-20.Figure 4-21.Figure 4-22.Figure 4-23.Figure 4-24.Figure 4-25. Library & Information Service We offer instant, full text access to hundreds of eBook titles on key business and reference topics. Browse eBooks on Microsoft Excel. Advanced Excel is a comprehensive tutorial that provides a good insight into the latest and advanced features available in Microsoft Excel 2013. It has plenty of screenshots that explain how to use a particular feature, in a step-by-step manner.AudienceThis tutorial has been designed for all those readers who depend heavily on MS-Excel to prepare charts, tables, and professional reports that involve complex data. It will help all those readers who use MS-Excel regularly to analyze data.PrerequisitesThe readers of this tutorial are expected to have a good prior understanding of the basic features available in Microsoft Excel.

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