

# Excel Advanced 365 Course Outline

Day 1	Day 2
<p>Module 1 –Apply Data Validation Criteria</p> <ul style="list-style-type: none"> <li>• Data entry validation</li> <li>• Circle invalid data</li> <li>• List validation</li> </ul>	<p>Module 4 – Use Auditing Tools</p> <ul style="list-style-type: none"> <li>• trace precedents and dependents</li> <li>• Evaluate formulas</li> <li>• Using the Watch window</li> </ul>
<p>Module 2 – Work with Outlining and Subtotal</p> <ul style="list-style-type: none"> <li>• Hide columns and rows</li> <li>• Create automatic outlines</li> <li>• Create manual outlines</li> <li>• Create subtotals in your lists</li> </ul>	<p>Module 5 – Create Data Tables</p> <ul style="list-style-type: none"> <li>• Use the Scenario Manager</li> <li>• Work with Goal Seek</li> <li>• Work with Solver</li> <li>• Create DataTables</li> </ul>
<p>Module 3 – Advanced Conditional Formatting</p> <ul style="list-style-type: none"> <li>• Use list validation with CF</li> <li>• Use CF for duplicate values</li> <li>• Validate top earners</li> <li>• Use formulas</li> </ul>	<p>Module 6 – Create and Edit Macros</p> <ul style="list-style-type: none"> <li>• Create macros with the recorder</li> <li>• Learn where to store macros</li> <li>• Work with relative and absolute macros</li> <li>• Edit Macros in VBA</li> <li>• Add command buttons to macros</li> </ul>
<p>Appendix A – Using Array Formulas</p> <ul style="list-style-type: none"> <li>• Single cell array formulas</li> <li>• Multicell array formulas</li> </ul>	<p>Appendix B – More PivotTables</p> <ul style="list-style-type: none"> <li>• Review basic PivotTables</li> <li>• Fiscal Quarter Workaround</li> </ul>