

A Special Program from the  
Office of Human Resources – Training

## **MICROSOFT EXCEL ADVANCED**

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### **PROGRAM OVERVIEW:**

In the Microsoft Excel Advanced course, the student will learn how to customize the work area, use advanced formula construction, and consolidate information. Learn to use the special analysis tools and display options available in this powerful package. Microsoft Excel Introduction and Intermediate are prerequisites for this course.

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### **COURSE OUTLINE:**

- I. Customizing the work area
    - Adding, deleting and rearranging buttons on toolbars
    - Creating and using styles and templates
  - II. Advanced formula construction
    - Nested functions
    - IF and VLOOKUP functions
    - Error handling and the audit features
  - III. Pivot tables and multiple file linking
  - IV. Outlining and consolidating information
  - V. Analysis tools
    - Goal and seek solver
    - Scenario manager
  - VI. Protect and display options
    - Notes
    - Protecting the worksheet
    - Hiding information
    - View manager
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**Presented by the faculty of  
The Pennsylvania State University Lehigh Valley Campus**

**Please complete the registration form and Needs Assessment Survey  
and return to the Office of Human Resources – Training**