



Power Excel®

Taking Macros, PivotTables and Security to the Next Level

Excel is among the most widely used business software tool in use today. Yet, most daily users barely scratch the surface of its full potential—getting by with functional, but inefficient spreadsheets and workflows. Building familiarity with Excel's advanced power features can help you boost productivity, give you better insight into your data, save you time, and allow you to create vibrant, persuasive and secure reports.

If you are comfortable with Excel's basic features but need some help knowing what would be best to tackle next to take your Excel skills to the next level, Power Excel® is the one-day course for you. Whether you are tracking sales, studying pricing impact, storing personal records, maintaining a budget, or simply trying to figure out what interest rate you need to make loan payments affordable, Excel provides many tools for arranging, calculating, and analyzing all kinds of data.

What You'll Learn

Discover how to be an Excel power user and get more out of Excel's richest tools:

- Discover the basic structure of all macro programs.
- Use Visual Basic to enhance your macros.
- Create complex formulas using nested IF functions.
- Understand Excel's powerful new functions XLOOKUP, CONCAT, SWITCH and more.
- Take your PivotTables to the next level with Calculated Fields and Calculated Items.
- Protect your data and your computer from malicious viruses using the Trust Center.
- Make your reports a stunning reflection of your hard work