

Advanced Excel

Working with Large Datasets

DESCRIPTION/COURSE OBJECTIVES

This course focuses exclusively on using large and/or multiple worksheets and workbooks. Upon successful completion of this course, participants will be able to:

1. Navigate large worksheets
2. Customize how large worksheets are displayed on the screen
3. Use and revise multiple worksheets and workbooks
4. Consolidate data from multiple worksheets in a single worksheet
5. Importing and exporting data
6. Using analytical options
7. Print all or portions of large worksheets

COURSE INSTRUCTOR

Marsha Ann Tate, Ph.D.

marsha@materesearch.com

Course handouts are available at

https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Working with Data Views, Layouts, and Rules

- How to locate and edit specific cells within a large worksheet
- Freeze rows and columns
- Use custom views
- Transpose data from rows to columns and from columns to rows
- Establish data validation rules
- View ranges within a larger worksheet
- Display, change, and remove page breaks

Using Multiple Worksheets and Workbooks

- Select one or multiple worksheets
- Create a 3-D reference to the same cell range on multiple worksheets
- Create a name for a 3-D reference
- Link multiple worksheets and workbooks
- Rename and revise data in multiple worksheets

Consolidating Data from Multiple Worksheets in a Single Worksheet

- Consolidate data by:
 - Position
 - Category
 - Formula

Advanced Excel: Working with Large Datasets

Exporting and Importing Data

- Export and import text files
- Use Object Linking and Embedding (OLE)
- Export and import XML data
- Query external databases

Using Analytical Options

- Work with Goal Seek and Solver
- Work with the Analysis ToolPak
- Work with scenarios
- Work with views

Printing a Portion or All of a Worksheet

- Set, modify, and clear a print area
- Print titles
- Customize print and page order
- Add, modify, and delete headers and footers
- Change margins