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# Excel Advanced

3-hours

## **PivotTables and PivotCharts**

- Working with PivotTables
- Rearranging PivotTables
- Formatting PivotTables
- Slicers
- Sorting in a PivotTable
- Grouping data
- Using a Timeline
- Applying Label and Value Filters
- Creating a calculated field
- Create PivotCharts

## **Importing and Exporting Data**

- Sharing information between programs
- Exporting and importing a File
- Manipulating imported data

## **Analytical tools**

- Goal Seek
- Solver
- Scenarios

## **Working with Macros**

- Recording a Macro
- Saving a Macro-Enabled Workbook
- Executing a Macro
- Creating a Macro Button
- Working with Macro Buttons