

Microsoft Excel Advanced

Who Should Attend?

This workshop is open to all UCSF staff, supervisors, and managers.

Dates:

April 5 (*limited space*)
May 9

Excel Advanced

1:00 pm – 4:30 pm

Fee: \$70 per workshop

Location:

**Laurel Heights
3333 California St.
Room 307**

Register Now:

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Excel Half-Day

For Questions contact:

LearningandDevelopment@
ucsf.edu

Microsoft Excel Advanced (half-day)

In this workshop you will learn the most powerful capabilities of Excel Pivot Tables and how they can be an invaluable tool in helping you analyze your data and present your findings in compelling ways. If you have been using PivotTables and wondering what more you can do with them, or maybe running into obstacles and wishing you can get around them, this workshop will help you unleash the power of PivotTables and get outstanding results. This workshop also covers Excel Macros, providing you with an understanding of the VBA scripting language and how Macros can help you add important functionality to your workbooks.

- Getting your data ready for PivotTable Reports and Charts including eliminating duplicates, organizing your data efficiently, and defining proper relationships between data sets.
- Using custom functions to perform more advanced analysis and comparisons such as counts, statistical functions, % of row, % of column, and many more.
- Filtering your report to display subsets of the data and reveal hidden insights about your customers, product lines, and other subsets of data sets.
- Formatting your reports, sorting them automatically, manually, or based on pre-determined sort orders, as well as grouping them based on user-defined groups that reflect your business environment.
- Adding formulas to your PivotTables and Charts so they include the calculations and ratios that are specific to your needs.
- Incorporate your PivotTables reports and Charts into Word documents and linking them so they stay up-to-date.
- Writing Macros and accessing the properties, methods, and events of Excel Objects such as workbooks, worksheets, and ranges, in order to add more significant functionality.
- Using Macros to respond to user events and therefore making your workbooks more user friendly and better addressing the specific needs of your users.

** Each participant is responsible for cancelling his/her registration in the UC Learning Center before the cancellation date reflected in the course details. Not doing so will result in paying for the full cost of the class. This applies to both late cancellation and not showing up without cancellation.

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