

Microsoft Excel Intermediate

Who Should Attend?

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

Schedule:

October 5

Excel Intermediate

(1:00-4:30pm)

October 27

Excel Intermediate

(8:30-12:00pm)

Excel Advanced

(1:00-4:30pm)

Fee: \$70 per workshop

Location:

Laurel Heights
3333 California St.
Computer Room 307

Register Now:

Log into the [UC Learning Center](#) and enter "Excel Half-Day"

For Questions contact:
LearningandDevelopment@ucsf.edu

Microsoft Excel Intermediate (half-day)

This workshop is for business users who are already familiar with Microsoft Excel and want to take their skills to the next level. In this workshop, users learn powerful techniques that can help them save significant time, analyze data and extract important business insights, present information in a compelling way, and collaborate with others more effectively. This workshop assumes that you have taken the beginner Excel or used Excel for six months and are familiar with the fundamentals and have some experience creating workbooks, worksheets, cells, ranges, and using a variety of functions and formulas.

Key topics covered:

- Data manipulation: Managing budgets and projections, as well as handling large lists of data. Basic and advanced formulas, 3-D ranges, sorting and filtering techniques, database functions, and several other features are covered.
- Data entry and validation: Using Excel's ability to gather and validate data when applicable. This includes validation rules and conditional formatting.
- Collaboration: Enabling multiple users to review and edit workbooks by sharing them on the network or via e-mail. Protecting sheets or cells within a sheet to ensure data integrity and confidentiality. Tracking changes, reviewing changes, and accepting changes.
- Efficiency: Using templates and styles to reuse worksheets, and to set standards and ensure consistency. This also includes dozens of shortcuts and tips that can be applied on a daily basis.

*Enhance your development with online learning at <http://learning.ucsf.edu/skillsoft>
Stay Informed! Visit our Training & Events page at <http://learning.ucsf.edu/training-and-events>*

** 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.

Microsoft Excel Advanced

Who Should Attend?

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

Schedule:

October 5

Excel Intermediate

(1:00-4:30pm)

October 27

Excel Intermediate

(8:30-12:00pm)

Excel Advanced

(1:00-4:30pm)

Fee: \$70 per workshop

Location:

Laurel Heights
3333 California St.
Computer Room 307

Register Now:

Log into the [UC Learning Center](#) and enter "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.

*Enhance your development with online learning at <http://learning.ucsf.edu/skillsoft>
Stay Informed! Visit our Training & Events page at <http://learning.ucsf.edu/training-and-events>*

** 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.