Excel Level 3

0191 3778377
sales@ittrainingsolutions.co.uk
contact us to book

Course Duration : 1 day

Course Overview

This course will benefit those who are already up to speed with Microsoft Excel but would now like to automate some common tasks and apply advanced analysis techniques to more complex data sets. This Excel course is aimed at anyone desiring to gain the skills necessary to create macros, audit and analyse worksheet data, create Excel PivotTables and Excel PivotCharts, use lookup tables and import and export data.

Prerequisites

- Before attending this course, we recommended that you have attended our Microsoft Excel Level 1 and 2 courses or have equivalent knowledge.

Objectives

Delegates will be able to :

- Create a PivotTable to manipulate and extract data, then create a chart to display the results.
- Create a spreadsheet that will display multiple groups of records that can be updated from a single source.
- Create a formula that will only add up or count records that match specific criteria.
- Record a Macro that will automate a repetitive task and then assign it to a new button on a new toolbar.

Software Version

This course is suitable for:
Microsoft Excel 2007, 2010, 2013 and 2016

Course Content

Using Absolute and Mixed Referencing
Difference between Relative and Absolute References
Absolute Reference and Dollar Signs
Why use Absolute References
Applying an Absolute Reference in a formula
Using a Mixed Reference

Tables
Creating Tables
Advantages of using tables
Adding data to tables
Working with Table Options
Slicers

Naming Cells (Ranges)
Giving text to cells and ranges of cells
Create Name from Selection
Create Names using the Name Box
Using Names in formulas
Using the Name Manager

Complex Functions
Using Complex Functions
IF Function
Nested Ifs
SUMIF function
COUNTIF function
COUNTBLANK function
Using Wildcards in functions

Lookup Functions
Understanding Lookup Functions
Using VLOOKUP
Approximate and Exact Matches
Fixing Common Lookup problems
Using HLOOKUP

Data Validation
Specifying Validation Criteria
Controlling entry into a cell
Types of Validation Criteria
Creating a Drop-down List

Security
Protecting a worksheet and a workbook

Pivot Tables
Creating a pivot table
Fields to create row headings
Fields to create column headings
Data in the summary area
Dynamically building a pivot table
Rearranging fields in a pivot table
Number formatting of the data area
Moving pivot tables from one sheet to another or around the same sheet
Deleting a pivot table

Summarising Pivot Table Data
Managing subtotals and grand totals
Changing the data field calculation (Sum, Count, Average etc.)
Sort and Filter
Drilling down to the raw data
Building and using Report Pages

Grouping Pivot Data
Grouping Date Fields
Including Years when Grouping by Months
Grouping Date Fields by Week
Multi Grouping

Pivot Charts
Building Pivot Charts
Editing Pivot Chart Layouts
Editing Pivot Chart Styles
Using the built in chart filter buttons for presentation

Macros
Recording a Macro
Absolute References and Relative References
Run a Macro
Delete a Macro
Assign a Macro to a Button
Viewing the Code behind a Macro
Macro Security

Other Courses in this Series

Excel Level 1
Excel Level 2
Excel Analysing and Presenting Data with Pivot Tables and Dashboards
VBA using Excel
Excel PowerPivots and DAX Introduction

Training Options

- Public scheduled courses at one of our training venues
- Private courses delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- Bespoke customised courses written to your specific needs, delivered at client's premises throughout the UK, at our training venues or a convenient third-party location
- For further information please contact us on 0191 377 8377

What's Included

- 1 delegate per computer
- Telephone and email support
- Relaxed refreshment area at our training venues
- Lunch and refreshments when training is delivered at our training venue
- Comprehensive course manual and exercises
- Laptops are available for training delivered at client's premises