



Microsoft[®]
Excel

Working with Microsoft Excel Level 3

Who Should Attend:

This course is designed for anyone who has completed the Microsoft Excel Level 2 course and is looking for more knowledge. This course focuses on the foundations of working with Pivot Tables and basic Macros. If you work with Excel extensively, this course will benefit you.

Format:

- 1-day instructor-led sessions or
- Two 3-hour web-based online classroom sessions
- Optional follow up Coaching Session to reinforce learning.
- Customized options for shorter in-house training are also available.

Additional Materials

- Enrollment in our Monthly LearningLink Newsletter
- Lifetime Support
- A Free Follow-up 30-minute Coaching Session

Learning Microsoft Excel

This course covers most of the advanced tools in Microsoft Excel. Students will learn how to create custom cell formats and get familiar using Pivot Tables, the slicer tool, Macros and how to record steps to common tasks. Students will also learn how to trace and watch changes with cells and formulae.

This course will help you:

- Enter, edit, and format data to create workbooks.
- Enter data using time-saving tools like Flash Fill and Autocomplete
- Use functions and formulas to calculate data.
- Understand Relative and Absolute Cell References
- Format worksheets and cells
- Manage larger workbooks.
- Print workbooks.
- Customize the interface by changing ribbon display options and customizing the Quick Access Toolbar

PRIORITY

LEARNING & DEVELOPMENT

Detailed Synopsis:

Working with Microsoft Word Level 1

This course will teach students how to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions that will put the full power of Excel right at your fingertips.

Upon completing this course, individuals learn about most of the Microsoft Excel functions and can put it to work.

Section 1: Automating Worksheet Functionality

By the end of this session, Student will understand the features and functions updating the workbook properties. They will also learn what Macros do and how to apply them. Conditional formatting as well as data validation will also be introduced.

Section 2: Analyzing and Presenting Data

Students will learn how to create Sparklines and use them within a production table to enhance the documents appearance. They will also learn how to use the What-If, Statistical Analysis and the Analysis ToolPak. Creating interactive data with Power View will also be introduced.

Section 3: Working with Multiple Workbooks

This section provides students with the ability to consolidate data and link cells in different workbooks. This section also covers how to merge multiple workbooks together.

Section 4: Analyzing Data with PivotTables, Slicers, and PivotCharts

Students will learn the advantages of using PivotTables in a practical scenario. Students will know how to filter data using Slicers and analyze data with PivotCharts.

Section 5: Exporting Excel Data

This section focuses on Importing and Exporting Excel Data files. They will learn how to create a CSV file which may simplify data. They will also learn the advantages of web scraping and using Excel to retrieve data from different web sources.

Section 6: Enhancing Workbooks

The final section to our Excel Level 3 course will focus on customizing workbooks, managing themes as well as creating our own template so we can add culture to our documents.

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