

MICROSOFT EXCEL ADVANCED – LEVEL 3



OUTCOMES

By the end of this course, you should be able to:

- Modify Excel options
- Import data into Excel and export data from Excel
- Use data linking to create more efficient workbooks
- Group cells and use outlines to manipulate the worksheet
- Create summaries in your spreadsheets using subtotals
- Use a range of lookup and reference functions
- Use the Data Consolidation feature to combine data from several workbooks into one
- Create, use and modify data tables
- Create and work with scenarios and the Scenario Manager
- Construct and operate pivot tables using some of the more advanced techniques
- Create and edit a pivot chart
- Use a variety of data validation techniques
- Create and use a range of controls in a worksheet
- Create recorded macros in Excel.

Course Outline

1. Setting Excel Options

- a. Understanding Excel Options
- b. Personalising Excel
- c. Setting the Default Font
- d. Setting Formula Options
- e. Understanding Save Options
- f. Setting Save Options
- g. Setting the Default File Location
- h. Setting Advanced Options

2. Importing and Exporting

- a. Understanding Data Importing
- b. Importing From an Earlier Version
- c. Understanding Text File Formats
- d. Importing Tab Delimited Text
- e. Importing Comma Delimited Text
- f. Importing Space Delimited Text
- g. Importing Access Data

3. Data Linking

- a. Understanding Data Linking
- b. Linking Between Worksheets
- c. Linking Between Workbooks
- d. Updating Links Between Workbooks

4. Grouping and Outlining

- a. Understanding Grouping and Outlining
- b. Creating an Automatic Outline
- c. Working With an Outline
- d. Creating a Manual Group
- e. Grouping by Columns

5. Summarising and Subtotaling

- a. Creating Subtotals
- b. Using a Subtotaled Worksheet
- c. Creating Nested Subtotals
- d. Copying Subtotals
- e. Using Subtotals With AutoFilter
- f. Creating Relative Names for Subtotals
- g. Using Relative Names for Subtotals

6. Lookup Functions

- a. Understanding Data Lookup Functions
- b. Using INDEX
- c. Using Match
- d. Using INDIRECT
- e. Using XLookup

7. Data Consolidation

- a. Understanding Data Consolidation
- b. Consolidating With Identical layouts
- c. Creating a Linked Consolidation
- d. Consolidating From Different Layouts
- e. Consolidating Data Using the SUM Function

8. Data Tables

- a. Understanding Data Tables and What-If Models
- b. Using a Simple What-If Model
- c. Creating a One-Variable Table
- d. Using One-Variable Data Tables
- e. Creating a Two-Variable Data Table



9. Scenarios

- a. Understanding Scenarios
- b. Goal seeking
- c. Creating a Default Scenario
- d. Creating Scenarios
- e. Using Names in Scenarios
- f. Displaying Scenarios
- g. Creating a Scenario Summary Report
- h. Merging Scenarios

10. PivotTable Features

- a. Understanding Slicers
- b. Creating Slicers
- c. Inserting a Timeline Filter
- d. Using Compound Fields
- e. Counting in a PivotTable
- f. Formatting PivotTable Values
- g. Working With PivotTable Grand Totals
- h. Working With PivotTable Subtotals
- i. Finding the Percentage of Total
- j. Finding the Difference From
- k. Grouping in PivotTable Reports
- l. Creating Running Totals
- m. Creating Calculated Fields
- n. Providing Custom Names
- o. Creating Calculated Items
- p. PivotTable Options
- q. Power pivot table
- r. Sorting in a PivotTable

11. Pivot Charts

- a. Inserting a PivotChart
- b. Defining the PivotChart Structure
- c. Changing the PivotChart Type
- d. Using the PivotChart Filter Field Buttons
- e. Moving Pivot Charts to Chart Sheets

12. Validating Data

- a. Understanding Data Validation
- b. Creating a Number Range Validation
- c. Testing a Validation
- d. Creating an Input Message
- e. Creating an Error Message
- f. Creating a Drop Down List
- g. Using Formulas as Validation Criteria
- h. Circling Invalid Data
- i. Removing Invalid Circles



13. Essentials

- a. Custom Dashboard Creation
- b. Chart and slicer and filter Management
- c. Creating inter link dashboard between two document
- d. Adding Dynamic content in Dashboard

14. Recorded Macros

- a. Understanding Excel Macros
- b. Setting Macro Security
- c. Saving a Document as Macro Enabled
- d. Recording a Simple Macro
- e. Running a Recorded Macro
- f. Relative Cell References
- g. Running a Macro With Relative References
- h. Viewing a Macro
- i. Editing a Macro
- j. Assigning a Macro to the Toolbar
- k. Running a Macro from the Toolbar
- l. Assigning a Macro to the Ribbon
- m. Assigning a Keyboard Shortcut to a Macro
- n. Deleting a Macro
- o. Copying a Macro

15. Complex Formulas

- a. Scoping a Formula
- b. Long-Hand Formulas
- c. Preparing for Complex Formulas
- d. Creating the Base Formula
- e. Adding More Operations
- f. Editing a Complex Formula
- g. Adding More Complexity
- h. Copying Nested Functions
- i. Switching to Manual Recalculation
- j. Pasting Values From Formulas
- k. Documenting Formulas

16. Essential Functions

- a. Key Worksheet Functions
- b. Using IF With Text
- c. Using IF With Numbers
- d. Sumif and sumifs
- e. Nesting IF Functions
- f. The LOOKUP Function
- g. Using Counting Functions
- h. The Round Function
- i. Rounding Up and Rounding Down
- j. Manipulative Functions



- k. The MOD Function
- l. The TODAY Function
- m. The NOW Function
- n. The DATE Function
- o. Using VLOOKUP
- p. Using VLOOKUP for Exact Matches
- q. Using HLOOKUP
- r. Xlookup
- s. Text functions
- t. Unique
- u. Filter

