

Microsoft Excel Level 3

Course EXL-03

1 Day

Instructor-led, Hands on

Introduction

Clearly, you use Excel a lot in your role. Otherwise, you wouldn't be taking this course. By now, you're already familiar with Microsoft Office Excel, its functions and formulas, a lot of its features and functionality, and its powerful data analysis tools. You are likely called upon to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes. At this level of use and collaboration, you have also likely encountered your fair share of issues and challenges. You're too busy, though, to waste time scouring over workbooks to resolve issues or to perform repetitive, monotonous tasks. You need to know how to get Excel to do more for you so you can focus on what's really important: staying ahead of the competition. That's exactly what this course aims to help you do.

This course builds upon the foundational and intermediate knowledge presented in the Microsoft Office Excel Level 1 and Microsoft Office Excel Level 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

During this one-day, instructor-led course, students will explore advanced Excel concepts, including validating data and formula integrity, using formulas across files, work with text functions, use what-if scenarios, secure data use graphics in Excel, import and export Excel data. Students will also be introduced to the use of macros in automating processes.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

Upon successful completion of this course, students will be able to:

- Ensure data and formula integrity
- Use formulas across files
- Work with text functions
- Use What-IF scenarios
- Securing data
- Graphics in Excel

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- Import and export Excel data
- Introduction to macros to automate processes

Prerequisites

Students should be familiar with basic and intermediate concepts of Microsoft Excel. This includes being able to build basic formulas and functions, charts, and pivot tables.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Microsoft Excel Level 1
- Microsoft Excel Level 2

Course Outline

Module 1: Ensuring Data and Formula Integrity

- Setting up Data Validation
- Validating Existing Data
- Troubleshooting Formulas
- Evaluating Formulas
- Adding Watches

Module 2: Using Formulas across Files

- Arranging Files
- Building Formulas across Files
- Building Functions across Files
- Consolidating Data
- Linking Cells across Files

Module 3: Working with Text Functions

- Combining Data from Cells
- Separating Data Into Cells
- Changing Case Using Functions
- Using Paste Special

Module 4: What-If Scenarios

- Using Goal Seek
- Using Solver
- Creating a Data Table
- Using Scenarios

Module 5: Securing Data

- Protecting Data on Sheets

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- Protecting Workbook Structure
- Removing Protection
- Marking Files as Final

Module 6: Graphics in Excel

- Adding Shapes and Icons to Excel Files
- Using Smartart
- Using Map Charts
- Screenshots in Excel

Module 7: Import and Export Excel Data

- Importing from an External Database
- Export to a PDF

Module 8: Introduction to Macros

- Recording a Macro
- Running a Macro
- Saving a Macro-Enabled File