



focus4 training
Invest Train Succeed



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Microsoft Excel Level 3

General Description

This course covers advanced aspects of Microsoft Excel focusing on advanced functions, productivity features and data analysis tools. Delegates should already be able to create and understand spreadsheets incorporating standard functions, charts and basic analysis tools.

Course Outline

At the end of the course delegates will be able to summarise data using subtotals, create and modify PivotTables, nest functions to create complex formula and use What If Analysis to predict the values required to reach a desired result. This course is available for Microsoft Office 2003, 2007 and 2010.

Course Content

- Understanding the Version Interface
- Conditional Functions including If Functions
- Variations of IF Functions including SumIf() and CountIf()
- Nested IF Functions
- Lookup Functions including VLookup and HLookup
- Creating and Editing a PivotTable
- Modifying The Layout Of A PivotTable Or Chart
- Using The PivotTable Field List
- Refreshing the Data within a PivotTable
- Creating and Editing PivotCharts
- Creating a Template
- Creating a File Based on a Template
- Protecting a Template
- Password Protecting a File
- Understanding and Creating Subtotals
- Preparing Data for Subtotals
- Editing a Subtotal
- Modifying the Subtotal Formula
- Using Subtotals to calculate averages
- Database Functions including DMAX() and DCOUNT()
- What If Analysis – Data Tables
- What If Analysis – Goal Seek
- What If Analysis – Scenarios
- An introduction to Macros

Training Needs Assessment

Not sure which level you are?
Complete a Free Training Needs Assessment and we will advise you on which level to study.

Customised Courses

If you need a course specific to your needs we can design a course for you or your employees. Contact our team and we will put together a course for you or complete our online form with your requirements.

Investment

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£135+VAT per person per day

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