

Desktop application

MICROSOFT EXCEL 2007-2016 LEVEL 3



Course content

Revision

- > Use of Absolute cell references
- > IF Functions and Names Ranges
- > Lookup functions
- > Combining functions in a formula
- > Creating IF Functions
- > Using VLookup Functions

Working with Data

- > Revision of Sorting and Filtering Data
- > Filtering Data
- > Using Excel Auditing Tools

Creating Pivot Tables and Pivot Charts

- > Creating Pivot Tables
- > Creating Calculated Fields
- > Setting Pivot table options
- > Refreshing Pivot data
- > Creating Pivot Charts

Workgroup Functions

- > Adding Comments to cells
- > Sharing Workbooks
- > Tracking Changes

Macros and Macro Recording

- > Understanding Macros
- > Macros for Automation
- > Using the Macro Recorder
- > Basic Macro Editing
- > Creating buttons to run Macros

Course objectives

To ensure delegates can make use of condition formulae, be able to share workbooks and use the macro facilities of Excel.

Course type

Instructor-led hands on training with all delegates using a computer.

Course duration

One day

Pre-requisites

Delegates should have attended our Excel Level 2 course or have experience of using Excel at this level. They should understand absolute cell referencing and condition formulae.