

Using Microsoft Excel Level 3



INTRODUCTION

This course will extend your knowledge to the more advanced and specialised capabilities of Excel. You will look at advanced analysis techniques using complex data sets together with simple automation techniques. The course is based on 2010 version but is suitable for 2007 users who will be offered a 2007 workstation.

Upon successful completion of the course delegates will be able to

- Increase productivity and improve efficiency by streamlining your workflow.
- Audit worksheets.
- Analyse data using advanced techniques
- Import and export data and use XML
- Automate using macros

Duration

1 DAY

Prerequisites

Attendance on the Level 2 course.

Or
Solid knowledge of Excel, being used on a daily basis

Notes

This is an intensive and practical, Instructor-led, course featuring a hands-on style.

COURSE CONTENT

Summarising data

The Scenario Manager
Goal Seek Command
Report Manager
View Manager
Analysis tool pack

Analysing Data

Combined Criteria
Calculated Criteria
Conditional and customised formats
Sparklines and trendlines
Using Multiple Consolidation Ranges

Functions

Advanced functions
IF and Nested IF
AND and OR
VLOOKUP and HLOOKUP

Simple Macros

Recording
Running
Assigning shortcut keys
Modifying and Editing
The Code window

Import & Export

Import settings
Import from CSV and delimited files
Export to CSV and delimited files
Running
Working with XML

Auditing a spreadsheet

Using Trace
Troubleshoot errors
Using watch expressions
Evaluating formulae
Handling invalid data