

# MS EXCEL – LEVEL 3



## Computer Smart TRAINING CENTRE

**Learning Outcomes:** *MS Excel Level 3* extends the learner's skills and knowledge of MS Excel and helps them create more intricate and varied spreadsheets. *Microsoft Excel Level 3* focuses on the more advanced features of Excel. Advanced analysis tools, especially pivot tables, Solver, outlining and summarising are covered, as are some key automation features such as Macros.

**Pre-Requisites:** *Microsoft Excel Level 3* is designed for users who are already familiar with Excel features and operations and who are now ready to explore more of the advanced analysis and automation tools in Excel. We recommend that users complete MS Excel level 2 prior to level 3.

### Lookup Functions:

- Understanding Data Lookup Functions
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX
- Using MATCH
- Nested IF FUNCTIONS
- Using CONCATENATION

### Goal Seeking:

- Goal Seek Components
- Using Goal Seek

### Data Tables:

- Using A Simple What-If Model
- Creating A One-Variable Table
- Using One-Variable Data Table
- Create A Two-Variable Data Table

### Data Validation:

- Validation Techniques
- Data Validation By Number Range
- Testing Data Validation
- Input Messages
- Creating Error Alerts
- Creating Drop-Down Lists
- Conditional Formatting
- Copying Data Validation Settings

### PivotTables:

- Understanding Pivot Tables
- Creating A PivotTable Shell
- Dropping Fields Into A PivotTable
- Filtering A PivotTable
- Clearing A Report Filter
- Switching PivotTable Labels
- Formatting A PivotTable

### PivotTable Techniques:

- Using Compound Fields
- Counting In A PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable SubTotals
- Finding The Percentage Of Total
- Finding The Difference From
- Grouping In PivotTables
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting In A PivotTable

### PivotCharts:

- Creating A PivotChart Shell
- Dragging Fields For The PivotChart
- Changing The PivotChart Type
- Using The PivotChart Filter Pane
- Moving PivotCharts To Chart Sheets

### Data Linking:

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

### Data Consolidation:

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating An Outlined Consolidation
- Consolidating With Different Layouts

### Summarising And Subtotalling:

- Creating Subtotals
- Using A Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter

### Protecting Data:

- Understanding Data Protection
- Providing Total Access To Cells
- Protecting A Worksheet
- Working With A Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access To Cells
- Password Protecting A Workbook
- Opening A Password Protected Workbook
- Removing A Password From A Workbook

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## **Recorded Macros:**

- Understanding Excel Macros
- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative References
- Viewing A Macro
- Editing A Macro
- Assigning A Macro To The Toolbar
- Running A Macro From The Toolbar
- Assigning A Keyboard Shortcut To A Macro
- Deleting A Macro
- Copying A Macro

## **Recorder Workshop:**

- Preparing Data For An Application
- Recording A Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects To Run Macros
- Assigning A Macro To An Object

## **\*\*\* Bonus Topics (Optional)**

### **Grouping And Outlining:**

- Understanding Grouping And Outlining
- Creating An Automatic Outline
- Working With An Outline
- Creating A Manual Group
- Grouping By Columns

### **Setting Excel Options:**

- Understanding Excel Options
- Personalising Excel
- Setting The Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting The Default File Location
- Setting Advanced Options

### **Advanced Filters:**

- Advanced Filter Concepts
- Using An Advanced Filter
- Extracting Records With Advanced Filter
- Using Formulas In Criteria

### **Scenarios and Solver:**

- Understanding How Scenarios and Solver Works
- Creating Scenarios and Solver Parameters
- Creating Scenarios
- Merging Scenarios
- Adding Solver Constraints
- Performing The Solver Operation
- Running Solver Reports

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