Microsoft Excel Level 3

Days of Training: 1

Prerequisites:
The course assumes students know how to use a computer, that they are familiar with Microsoft Windows, and that they have taken the Level 1 and Level 2 courses or have equivalent introductory experience with Excel. The exercises are more detailed and complex than those in the previous levels.

Audience:
Students will benefit most from this course if they want to use Excel to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks.

Course Description:
Our Microsoft Excel Level 3 builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis, and macros.

OUTLINE:

INTRODUCTION

- Course setup

CHAPTER 1: LOGICAL AND LOOKUP FUNCTIONS

- Module A: Decision-making functions
- Module B: Lookup and reference functions

CHAPTER 2: ADVANCED FORMULAS

- Module A: Auditing and error-trapping
- Module B: Formula options
- Module C: Arrays

CHAPTER 3: SPECIAL FUNCTIONS

- Module A: Date and time functions
- Module B: Text functions
- Module C: Other functions

CHAPTER 4: IMPORTING AND EXPORTING

- Module A: The Power Pivot Data Model
- Module B: Exporting data

CHAPTER 5: ANALYSIS

- Module A: What-if analysis
- Module B: The Analysis Toolpak

CHAPTER 6: MACROS AND FORMS

- Module A: Recording macros
- Module B: Running macros
- Module C: Forms