Microsoft Excel (Level 3)

Course Overview

Clearly, the Delegate considering this course uses Microsoft Excel a lot in their role otherwise, they would not be looking at taking this course. By now, Delegates will be familiar with Microsoft Excel, its functions and formulas, including its many features along with its powerful data analysis tools. Delegates are likely called upon to analyse and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence and maintain workbooks for all manner of purposes.

At this level of use and collaboration, Delegates have likely encountered their share of issues and challenges. Delegates are too busy to waste time scouring over workbooks to resolve issues or to perform repetitive, monotonous tasks. Delegates need to know how to get Microsoft Excel to do more for them so that they can focus on what is really important and stay ahead of the competition. That is exactly what this course aims to help Delegates do.

This course builds off from the foundational and intermediate knowledge presented in the Microsoft Excel (Level 1) and Microsoft Excel (Level 2) courses to help Delegates get the most of their Microsoft Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Microsoft Excel right at their fingertips.

The more you learn about how to get Microsoft Excel to do the hard work for the Delegates, the more Delegates will be able to focus on getting the answers they need from the vast amounts of data within the organisations they work for.

Course Objectives

Upon successful completion of this course, delegates will be able to:
- Perform advanced data analysis.
- Collaborate on workbooks with other users.
- Automate workbook functionality.
- Work with multiple worksheets and workbooks.
- Use lookup functions and formula auditing.
- Share and protect workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- Forecast data.

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Target Delegate

This course is intended for Delegates who are experienced Microsoft Excel users and have a desire or need to advance their skills in working with some of the more advanced Microsoft Excel features.

Delegates will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Microsoft Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

Prerequisites

To ensure success, Delegates should have practical, real-world experience creating and analysing datasets using Microsoft Excel. Specific tasks Delegates should be able to perform include:

- Creating formulas and using Microsoft Excel functions.
- Creating, sorting, and filtering datasets and tables.
- Presenting data by using basic charts.
- Creating and working with pivotable.
- Customizing the Microsoft Excel environment.

To meet these prerequisites, Delegates may take the following courses, or should possess the equivalent skill level:

- Microsoft Excel (Level 1).
- Microsoft Excel (Level 2).

Duration

- 1 Day

Course Outline

Module 1: Working with multiple worksheets and workbooks
- Use links and external references.
- Use 3-D references.
- Consolidate data.

Module 2: Using lookup functions and formula auditing
- Use lookup functions.
- Trace cells.
- Watch and evaluate formulas.

Module 3: Sharing and protecting workbooks
- Collaborate on a workbook.
- Protect worksheets and workbooks.

Module 4: Automating Workbook Functionality
- Apply data validation.
- Search for invalid data and formulas with errors.
- Work with macros.

Module 5: Creating sparklines and mapping data
- Create sparklines.
- Map data.

Module 6: Forecasting data
- Determine potential outcomes using data tables.
- Determine potential outcomes using scenarios.
- Use the goal seek feature.
- Forecasting data trends.