

Course Outline

Microsoft Excel 2016 Level 3

Excel

Excel Level 1

Aimed at the novice user who need to know the essentials for creating financial documents

Excel Level 2

Aimed at the self taught or anyone who is familiar with the essentials of financial documents & wants to create budgets & financial reports

Excel Level 3

Aimed at anyone who wants to used advanced financial analysis techniques

VBA for Excel

Aimed at the Power User or anyone who wants to put their Excel strength to work

General Description

The skills and knowledge acquired in Microsoft Excel 2016 Level 3 are sufficient to be able to use and operate the software at an efficient level.

Outcomes

At the completion of this course participants will be able to:

- Use a range of lookup and reference functions
- Create more complex formulas and functions
- Understand and create simple PivotTables
- Construct and operate PivotTables using some of the more advanced techniques
- Create and edit a PivotChart
- Group cells and use outlines to manipulate the worksheet
- Use the Data Consolidation feature to combine data from several workbooks into one
- Create summaries in your spreadsheets using subtotals
- Protect data in worksheets and workbooks
- Create recorded macros in Excel
- Use the macro recorder to create a variety of macros
- Understand and create simple PivotTables

Course Details

Duration: 1 day

Starting time: 9am

Finishing time: 4.30pm

Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.



 **1300 86 87246**
1300 TO TRAIN

Course Outline

- **Lookup Functions**
 - Understanding Data Lookup Functions
 - Using CHOOSE
 - Using VLOOKUP
 - Using VLOOKUP for Exact Matches
 - Using HLOOKUP
 - Using INDEX
 - Using MATCH
- **Complex Formulas**
 - Scoping a Formula
 - Long-Hand Formulas
 - Preparing for Complex Formulas
 - Editing a Complex Formula
 - Copying Nested Functions
 - Switching to Manual Recalculation
 - Pasting Values From Formulas
- **PivotTables**
 - Understanding PivotTables
 - Creating Your Own PivotTable
 - Defining the PivotTable Structure
 - Filtering a PivotTable
 - Clearing a Report Filter
 - Switching PivotTable Fields
 - Formatting a PivotTable
- **PivotTable Features**
 - 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 PivotTable Reports
 - Creating Running Totals
 - Creating Calculated Fields
 - Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a PivotTable
- **PivotCharts**
 - Inserting a PivotChart
 - Defining the PivotChart Structure
 - Changing the PivotChart Type
 - Using the PivotChart Filter Field Buttons
 - Moving PivotCharts to Chart Sheets
- **Grouping and Outlining**
 - Understanding Grouping and Outlining
 - Creating an Automatic Outline
 - Working With an Outline
 - Creating a Manual Group
 - Grouping by Columns
- **Data Consolidation**
 - Understanding Data Consolidation
 - Consolidating With Identical Layouts
 - Creating a Linked Consolidation
 - Consolidating From Different Layouts
- **Summarising and Subtotalling**
 - Creating Subtotals
 - Using a Subtotalled Worksheet
 - Creating Nested Subtotals
 - Copying Subtotals
 - Using Subtotals With AutoFilter
 - Creating Relative Names for Subtotals
 - Using Relative Names for Subtotals
- **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
- **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 Macro to the Ribbon
 - 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
- **Appendix**
 - Understanding Slicers
 - Creating Slicers