

Course Outline

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 use advanced financial analysis techniques

VBA for Excel

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

Microsoft Excel 2010 Level 3 – Advanced Data Analysis with Microsoft Excel

General Description

This course aims to provide skills and knowledge which will allow the attendee to create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarizing, PivotTables, data consolidations, and create and use macros.

Outcomes

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

- use a range of lookup and reference functions
- modify Excel options
- customise the formatting of charts in Excel
- protect data in worksheets and workbooks
- create summaries in your spreadsheets using subtotals
- use the Data Consolidation feature to combine data from several workbooks into one
- understand and create simple PivotTable reports
- 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
- create recorded macros in Excel
- use the macro recorder to create a variety of macros
- create effective charts in Microsoft Excel

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.



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Silver Desktop

 **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
- **Formula Techniques**
 - Scoping A Formula
 - Developing A Nested Function
 - Creating Nested Functions
 - Editing Nested Functions
 - Copying Nested Functions
 - Using Concatenation
 - Switching To Manual Recalculation
 - Forcing A Recalculation
 - Pasting Values From Formulas
 - Pasting Formulas As Pictures
- **Pivot Tables**
 - Understanding Pivot Tables
 - Creating A PivotTable Shell
 - Dropping Fields Into A PivotTable
 - Filtering A PivotTable Report
 - Clearing A Report Filter
 - Switching PivotTable Labels
 - Formatting A PivotTable Report
- **PivotTable Techniques**
 - Using Compound Fields
 - Counting In A PivotTable Report
 - Formatting PivotTable Report 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**
 - Creating A PivotChart Shell
 - Dragging Fields For The PivotChart
 - Changing The PivotChart Type
 - Using The PivotChart Filter Field Pane
 - 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
 - Layouts
 - Creating An Outlined Consolidation
 - Consolidating With Different Layouts
- **Summarizing And Subtotaling**
 - 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 Keyboard Shortcut To A Macro
 - Deleting A Macro
 - Copying A Macro
 - Tips For Developing Macros
- **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

For more information about any of our training courses, contact our Learning Consultants

on 1300 86 87246 or email us on info@advancedtraining.com.au

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