

Course 123 – Microsoft Excel Level 3

Duration: 1 day

You Will Learn How To

- Resolve formula errors
- Manage data such as removing duplicates, validating and transposing data
- Answer “What-if” scenarios using goal seek
- Work with PivotTables
- Create basic dashboards to visualize data
- Use Macros to automate repetitive tasks
- Protect your spreadsheet from misuse by others

Course Benefits

Microsoft Excel has many time saving tools that will help you become even more productive. This advanced Excel course covers a wide range of topics that will help you take full advantage of Excel’s powerful features.

Who Should Attend

Anyone who wants to use Microsoft Excel to create spreadsheets and automate data processing. Basic Excel knowledge at the level of Course 121 and 122 is expected.

Course Content

Auditing Worksheets

- Tracing Formula Precedents and Dependents
- Showing Formulas
- Evaluating Formulas

- Setting Error Checking Options
- Using Error Option Buttons
- Running an Error Check

Data Tools

- Consolidating Information
- Removing Duplicates
- Configuring Data Validation
- Transposing Data
- Converting Text to Columns
- Using Goal Seek

PivotTable Basics

- What is a PivotTable?
- Creating a PivotTable
- Using the PivotTable Fields Pane
- Using PivotTable Classic View
- Viewing Details of Summarized Data
- Sorting Pivoted Data
- Filtering Pivoted Data

Advanced PivotTable Features

- Using Natural Language to Create PivotTables
- Changing Field Layout and Sorting
- Adding Calculated Fields
- Showing Values in Different Ways
- Customizing Column Names
- Changing Order of Rows
- Changing Order of Columns
- Grouping Data



- Changing the PivotTable Layout
- Creating PivotTables from Data in Multiple Worksheets

Creating Basic Dashboards

- Creating a Basic PivotChart
- Using Slicers
- Using Sparklines
- Creating Timelines
- Using the Camera Tool

Using Macros

- Recording a Macro
- Editing a Macro
- Running a Macro

NOTE: Macro programming is not covered

Working with Others

- Co-authoring
- Sharing a Workbook
- Protecting a Worksheet
- Protecting Cells
- Protecting a Workbook

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ActiveLearning is a trusted provider of IT training and certifications. It has helped thousands of organizations by equipping their teams with the IT skills necessary to implement their digital transformation initiatives.

Founded in 2006, ActiveLearning now offers a comprehensive training portfolio, including ITIL, agile, cybersecurity, web development, UX, cloud computing, and more. ActiveLearning's courses are taught by expert instructors. Attendees enjoy learning through a combination of comprehensive instructor-led lectures and hands-on exercises. With ActiveLearning's Virtual Labs, attendees can remotely access a virtual machine that's already preconfigured with all the software tools that they will use throughout the course.