

Excel Level 3: Advanced Analysis and Functionality of Microsoft Excel

Course Length: 1 Day

Course Description

Overview: The features covered in this course will add greater flexibility and depth of analysis to data. The tools learned in this course allow users to share work with others and create pivot tables to consolidate and group data in helpful ways. Additionally, students will get instruction in “what-if” analysis to evaluate data based on variables, and create macros to automate repetitive tasks.

Prerequisites: Students should be able to use and create templates, sort and filter data, be able to apply formulas and functions, and create Excel charts.

Course Content

Lesson 1 – Reviewing and Sharing

- Comments
- Track changes
- Formula auditing
- Share workbook
- Protecting a workbook

Lesson 2 – Pivot Tables and Pivot Charts

- Understanding pivot tables
- Examining pivot tables
- Modifying pivot tables
- Create pivot tables
- Refresh pivot tables
- Group items in a pivot table
- Display a pivot table on different sheets

Course Content

Lesson 3 – What-If Analysis

- Create scenarios
- Use the scenario manager
- Create a scenario summary report
- Create data tables
- Goal seek command
- Solver add-in

Lesson 4 – Automating Repetitive Tasks with Excel Macros

- Understanding macros
- Understanding the personal macro workbook
- Using relative references
- Recording macros
- Playing a macro
- Editing a macro
- Re-enforcement Exercise