

MICROSOFT EXCEL – LEVEL 3

DURATION:

Approx. 1 Day (6 hours)

OVERVIEW:

In this course you learn how to: Audit and analyse formulas in a spreadsheet to better understand them. Protect and share Excel files so more than one person can work on them at the same time. Create PivotTables and PivotCharts to better analyse data contained in long lists. Share Excel data with other applications.

OUTLINE:

LESSON 1: AUDITING WORKSHEETS

This lesson shows you quick ways to determine where your formulas derive their data from and what other formulas your figures might impact. Learn to use The Watch Window to track various formulas within your workbook as you change data.

- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas
- Watch and Evaluate Formulas
- Group and Outline Data

LESSON 2: COLLABORATING WITH OTHERS

This lesson covers how to protect access to your spreadsheets and data with passwords. Learn to share your workbook so others can work on it at the same time.

- Protect Files
- Share a Workbook

LESSON 3: ANALYSING DATA

This lesson helps you better manipulate your data using Excel's built-in analysis tools.

- Create Scenarios
- Perform What-If Analysis by using Goal Seek and The Solver
- Develop a PivotTable or PivotChart Report
- Install and use The Analysis ToolPak

LESSON 4: WORKING WITH MULTIPLE WORKBOOKS

This lesson demonstrates ways to work with multiple workbooks at once by creating Workspaces to group common Workbooks. Learn to consolidate data across multiple workbooks and how to create and manage links across workbooks.

- Create a Workspace
- Consolidate Data from multiple sources
- Link Cells in Different Workbooks
- Edit Links

See the next page for additional topics...

LESSON 5: IMPORT AND EXPORT AND EXCEL OPTIONS

This learn explains how to import and export Excel data to and from other programs and how to tweak Excel's options.

- Export to Microsoft Word
- Import a Word Table
- Import Text Files
- Create Custom Toolbars and Buttons
- Update a Workbook's Properties
- Modify Excel's Default Settings