



## Microsoft Excel: Level 3

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$310.00 plus GST

### Overview

Clearly, you use Excel a lot in your role. Otherwise, you wouldn't be taking this course. By now, you're already familiar with Excel 2016, its functions and formulas, a lot of its features and functionality, and its powerful data analysis tools. You are likely called upon to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes. At this level of use and collaboration, you have also likely encountered your fair share of issues and challenges. You're too busy, though, to waste time performing repetitive, monotonous tasks. You need to know how to get Excel to do more for you so you can focus on what's really important: staying ahead of the competition. That's exactly what this course aims to help you do.

### Course Objectives

Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.

You will:

- Work with multiple worksheets and workbooks.
- Use Lookup functions
- Automate workbook functionality.
- Forecast data.
- Introduction to Pivot Tables and Pivot Charts
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### Course Content:

#### Lesson 1: Working with Multiple Worksheets and Workbooks

**Topic A:** Use Links and External References

**Topic B:** Use 3-D References

**Topic C:** Consolidate Data

#### Lesson 2: Using Lookup Functions

**Topic A:** Use Lookup Functions

**Topic B:** Query Data with Database Functions

**Topic C:** Outline and Subtotal Data

### **Lesson 3: Sharing Workbooks**

**Topic A:** Collaborate on a Workbook

**Topic B:** Tracking Changes

### **Lesson 4: Automating Workbook Functionality**

**Topic A:** Apply Data Validation

**Topic B:** Introduction to Macros

### **Lesson 5: Forecasting Data**

**Topic A:** Determine Potential Outcomes Using Data Tables

**Topic B:** Determine Potential Outcomes Using Scenarios

**Topic C:** Use the Goal Seek Feature

**Topic D:** Forecasting Data Trends

### **Lesson 6: Introducing Pivot Tables and Pivot Charts**

**Topic A:** Create a PivotTable

**Topic B:** Analyze PivotTable Data

**Topic C:** Present Data with Pivot Charts

**Topic D:** Filter Data by Using Timelines and Slicers

### **Appendix A: Microsoft Office Excel 2016 Exam 77-727**

### **Appendix B: Microsoft Office Excel 2016 Expert Exam 77-728**

### **Appendix C: Microsoft Excel 2016 Common Keyboard Shortcuts**

### **Appendix D: Cube Functions**

### **Appendix E: Importing and Export Data**

### **Appendix F: Internationalizing Workbooks**

### **Appendix G: Working with Power Pivot**

### **Appendix H: Advanced Customization Options**

### **Appendix I: Working with Forms and Controls**