

Microsoft Excel Level 3 (Advanced)

All versions

Description

The advanced course helps you to automate spreadsheets, work with advanced functions and reports using pivot tables and pivot charts

Who should attend

Only people who work daily on Excel with very large spreadsheets and who can do everything in the intermediate course should attend. This advanced course is a prerequisite for levels 4 and 5.

Duration

2 full days onsite/public venue/online

Outcomes

You will be able to analyse, manage and report on large spreadsheets using advanced functions and data commands

Unit Standards

SAQA US ID: 258878: Ensure spreadsheet integrity to enhance reliability. NQF level 4. Credits 3

Prerequisites

Knowledge of Intermediate features is essential. The advanced course assumes that you are working with Excel on a daily basis and have used the features covered in the Beginners and Intermediate courses.

COURSE CONTENT

Customising Excel:

- Customise the Ribbon
- Using Options in Excel

- =Trim, =Clean
- =Text, =Concatenate (Concat) and &
- =TextJoin, =TextSplit
- =Left, =Mid, =Right
- =TextBefore, =TextAfter

Module 1: Understanding, creating a Database

- Databases & Correct Data Input
- Using the Get & Transform Data
 - Importing from Text & a PDF

Module 2: Correcting the Data

- Apply Data Validation
- Circle Invalid Data
- Remove Validation Circles
- Custom Number Formats

Module 3: Managing Data

- Convert Text to Number Values & Numbers to Text
- Using Find & Replace and Go to Special
- Using Text functions

Module 4: Analysing data

- Sorting, Filtering & Using Subtotals
- Advanced Conditional Formatting
- Data Consolidation
- Name Manager
- Logical Functions:
 - =IF, Nested IF statements, =IFS (365 Only), =IFERROR, =AND, =OR
- =Sumif, =Countif, =Averageif,
- =Sumifs, =Countifs, =Averageifs, =Maxifs, =Minifs (365 Only)
- Lookup & Reference Functions:
 - =VLookup Function
 - =Index, =Match
 - =XLookup Function (365 Only)

- Financial Functions
 - =PMT, =FV, =IPMT
- Date Functions:
 - =DateValue
 - =Network Days
 - =Network.Intl
 - =Workday
 - =YearFrac

Module 5: Pivot Table Reports

- Formatting Data as a Table
- Create a pivot table
- Filter, Show and Hide Pivot Table data
- Use Slicers & Timelines
- Rearrange Pivot Tables and use fields:
- Refresh Data
- Create separate pivot table reports
- Use Show Value As
- Perform calculations within a pivot table
- Add Subtotals and Grand Totals
- Format field settings
- Apply a pivot table style
- Create a new custom Pivot table Style
- Create a Pivot Chart
- Modify a Pivot Chart

Module 6: Macros

- Record a macro
- Relative and Absolute References
- Edit and Delete macros
- Run a macro
- Assign macros to objects
- Assign macros to a toolbar

Addendums:

- Arrays and Spill
- Dynamic Array Functions:
 - =Unique Function
 - =Sort Function
 - =SortBy Function
 - =Filter Function