



Versatéo

Software Training solutions

Excel Level 3 A One-Day Training Course

Course Aims

This course is designed to give users and understanding of some of the more advanced features of Excel. This 'hands on' course includes specially prepared exercises that give participants practical experience of using the more advanced features of Excel.

Course Outline

Importing and Exporting Data

- Using Paste Special
- Sharing and Importing Data Using Other Applications

Templates and Add-Ins

- Creating and Using Workbook Templates
- Loading Add-In Programs

Lookup and Reference Functions

- Using VLOOKUP, HLOOKUP Functions
- Preventing LOOKUP Errors

Macros

- Creating, Editing & Assigning Macros
- Copying, Deleting and Renaming Macros
- Macro Virus Protection

Customising Excel Charts

- Repositioning Chart Elements
- Formatting Chart Axes and Data Series
- Combination Charts/Trendlines/Images
- Storing a Custom Chart as a Template

Auditing a Worksheet

- Data validation rules
- The Auditing toolbar
- Tracing errors, precedents and dependents
- Formula Error Checker, Formula Evaluator & Watch Window

Working with Data Lists

- Creating Sorting & Filtering Lists
- Using Forms

Data Management

- Searching for Data with Advanced Filters
- Calculations with Dfunctions
- Summarising Data with Outlines
- Querying a Database
- Data Sources
- Formatting External Data

PivotTables

- Analysing Data with PivotTables
- Creating PivotTables Lists for the Web

Sharing Workbooks

- Applying Worksheet & Workbook Protection
- Password Protecting a File
- Changing Workbook Properties
- Adding Comments to the Worksheet
- Sharing Workbooks & Tracking Changes
- Resolving Conflicts
- Merging Workbooks
- E-mailing Workbooks for Review

Target Audience

Users with a basic understanding of Excel who want to consolidate and expand on their knowledge of the basic features in a short space of time.

Assumed Knowledge

Delegates should have a good working knowledge of Excel and must be able to create, format and print workbooks that incorporate basic mathematical, financial and logical functions and charts.

Training path

Level 1 - New users with little or no experience, creating and modifying spreadsheets.

Level 2 - Providing existing users with an understanding of more advanced features.

Level 3 - Advanced functions, automation and customisation of workbooks.