

Microsoft Excel 2013 Level 3 Training

Overview:

The skills and knowledge acquired in **Microsoft Excel 2013 - Level 3** are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and advanced PivotTable techniques, macros, and much more.

Learning Outcomes:

At the completion of this course you should be able to:

- modify **Excel** options
- protect data in worksheets and workbooks
- import data into **Excel** and export data from **Excel**
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- use the **Data Consolidation** feature to combine data from several workbooks into one
- create, use and modify data tables
- create and work with scenarios and the **Scenario Manager**
- create and edit a **PivotChart**
- construct and operate **PivotTables** using some of the more advanced techniques
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- use a range of **Information** functions
- use a range of text functions
- create and use a range of controls in a worksheet
- share workbooks with other users
- create recorded macros in **Excel**

Prerequisites:

Microsoft Excel 2013 – Level 3 assumes some knowledge of the software as well as a general understanding of personal computers and the Windows operating system environment.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.



computer training options

Microsoft Excel 2013 Level 3 Training

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting The Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting The Default File Location
- Setting Advanced Options

Protecting Data

- Understanding Data Protection
- Providing Total Access To Cells
- Protecting A Worksheet
- Working With A Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access To Cells
- Password Protecting A Workbook
- Opening A Password Protected Workbook
- Removing A Password From A Workbook

Importing and Exporting

- Understanding Data Importing
- Importing From An Earlier Version
- Understanding Text File Formats
- Importing Tab Delimited Text
- Importing Comma Delimited Text
- Importing Space Delimited Text
- Importing Access Data
- Working With Connected Data
- Unlinking Connections
- Exporting To Microsoft Word
- Exporting Data As Text
- Inserting A Picture
- Modifying An Inserted Picture

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

Grouping and Outlining

- Understanding Grouping And Outlining
- Creating An Automatic Outline
- Working With An Outline
- Creating A Manual Group
- Grouping By Columns

Summarising and Subtotaling

- Creating Subtotals
- Using A Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names For Subtotals
- Using Relative Names For Subtotals

Data Consolidation

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating A Linked Consolidation
- Consolidating From Different Layouts
- Consolidating Data Using The SUM Function

Data Tables

- Understanding Data Tables And What-If Models
- Using A Simple What-If Model
- Creating A One-Variable Table
- Using One-Variable Data Tables
- Creating A Two-Variable Data Table

Scenarios

- Understanding Scenarios
- Creating A Default Scenario
- Creating Scenarios
- Using Names In Scenarios
- Displaying Scenarios
- Creating A Scenario Summary Report
- Merging Scenarios

PivotCharts

- Inserting A PivotChart
- Defining The PivotChart Structure
- Changing The PivotChart Type
- Using The PivotChart Filter Field Buttons
- Moving PivotCharts To Chart Sheets

PivotTable Features

- Using Compound Fields
- Counting In A PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding The Percentage Of Total

- Finding The Difference From Grouping In A PivotTable
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting In A PivotTable

Advanced Filters

- Understanding Advanced Filtering
- Using An Advanced Filter
- Extracting Records With Advanced Filter
- Using Formulas In Criteria
- Understanding Database Functions
- Using Database Functions
- Using DSUM
- Using The DMIN Function
- Using The DMAX Function
- Using The DCOUNT Function

Validating Data

- Understanding Data Validation
- Creating A Number Range Validation
- Testing A Validation
- Creating An Input Message
- Creating An Error Message
- Creating A Drop Down List
- Using Formulas As Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles
- Copying Validation Settings

Information Functions

- Understanding Information Functions
- Using The CELL Function
- Using The ISBLANK Function
- Using The ISERR Function
- Using The ISODD And ISEVEN Functions
- Using The ISNUMBER And ISTEXT Functions
- Using The TYPE Function

Text Functions

- Understanding Text Functions
- Using The PROPER Function
- Using The UPPER And LOWER Functions

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- Using The CONCATENATE Function
- Using The LEFT And RIGHT Functions
- Using The MID Function
- Using The LEN Function
- Using The SUBSTITUTE Function
- Using The T Function
- Using The TEXT Function
- Using The VALUE Function
- Assigning A Keyboard Shortcut To A Macro
- Deleting A Macro
- Copying A Macro

Controls

- Understanding Types Of Controls
- Understanding How Controls Work
- Preparing A Worksheet For Controls
- Adding A Combo Box Control
- Changing Control Properties
- Using The Cell Link To Display The Selection
- Adding A List Box Control
- Adding A Scroll Bar Control
- Adding A Spin Button Control
- Adding Option Button Controls
- Adding A Group Box Control
- Adding A Check Box Control
- Protecting A Worksheet With Controls

Sharing Workbooks

- Sharing Workbooks Via The Network
- Sharing Workbooks Via OneDrive
- Saving To OneDrive
- Sharing Workbooks
- Opening Shared Workbooks
- Enabling Tracked Changes
- Accepting Or Rejecting Changes
- Disabling Tracked Changes
- Adding Worksheet Comments
- Navigating Worksheet Comments
- Editing Worksheet Comments
- Deleting Comments

Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative References
- Viewing A Macro
- Editing A Macro
- Assigning A Macro To The Toolbar
- Running A Macro From The Toolbar
- Assigning A Macro To The Ribbon

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