



Microsoft Excel– Level 3

Duration: 1 day

Course Description

Use conditional logic to construct and apply formulas and data functions. Also covers creating, sorting, and filtering datasets and tables; presenting data by using basic charts; creating and working with PivotTables, slicers and PivotCharts

Course Content

Multiple Worksheets and Workbooks

- Use Links and External References
- Use 3-D References
- Consolidate Data

Using Goal Seek, Vlookup, Validation

- Using Goal Seek
- Use Vlookup
- Data validation
- Using Data Tables
- Nesting complex formulas
 - IF,AND,OR functions

Managing Data

- Consolidating Information
- Removing Duplicates
- Configuring Data Validation
- Transposing Data
- Converting Text to Columns

Data functions

- Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Creating Scenarios
- Loading Scenarios
- Editing Scenarios
- Creating a Scenario Summary Report
- Deleting Scenarios

PivotTable Features

- Creating a Basic PivotTable
- Creating a Basic PivotChart
- Using the PivotTable Fields Pane
- Adding Calculated Fields
- Sorting Pivoted Data
- Filtering Pivoted Data

Working with Slicers

- Inserting and Using a Slicer
- Renaming the Slicer
- Changing Slicer Settings
- Formatting a Slicer
- Clearing the Slicer