Microsoft Excel Training – Level 3 Course Contents - Duration: 1 Day

What we will learn:

Naming Cells and Ranges
Correctly create named cells and use names in formulas accurately

Using an Excel Analysis Table
How to format substantial amounts of data for readability using Table Styles
How to analyse data with Table Styles
How to use implicit names

VLOOKUP
Correctly construct the VLOOKUP function to find data based on a lookup value
Using Tables as the data source for VLOOKUP

Concatenation
In a single cell, accurately string together cell values, text, and formulas into a single value

Overview of Quick Analysis*
How to use the Quick Analysis feature
Turning off this feature

Creating Charts
Create a chart to analyse database information
Work with custom charts and templates
Construct a Chart by selecting your data source
Create secondary axes

Data Consolidation
Automatically and quickly, add up data on source sheets onto a totals sheet

The IF Function
How to correctly construct an IF function and enter data into cells based on a test's result
How to use nested IF

COUNTIFS and SUMIFS Functions
Correctly construct the COUNTIFS function to COUNT specific values in a range of values
Correctly construct the SUMIFS function to add up specific values in a range of values

Pivot Tables and the Data Model
Construct and work with a Pivot Table to analysis data
Drilldown on the Data Area
Use the Layout Options
Use Group and Outline
Change the Subtotal Function
Use different functions in the Data Area
Use the "Show Data As" Option

Flash Fill
How you can use Flash Fill to automatically populate columns of data modified from existing columns

Data Validation
Prevent invalid data being entered into a cell.
Create "dropdown" lists

Use SparkLines (Excel 2010 and 2013 only)
Create Sparklines as an alternative to charts.
Quick Sparklines*

Brief Overview of Power Pivot
How you can use the Data Model to create Pivot Tables for multiple data sources

**When you begin to Excel
People start to spreadsheet.**