Course Outline
Microsoft Excel
Level 3

Duration: 1 day

"Spreadsheet: a kind of program that lets you sit at your desk and ask all kinds of neat "what if?" questions and generate thousands of numbers, instead of actually working." Dave Barry

What this course will do for you:

Although you're a competent user of Excel, you're still finding some aspects challenging and you feel frustrated because your existing knowledge keeps letting you down. This course will give the skills to tackle more complex data analysis. With the use of the If function, Vlookup and Pivot Tables, you will have the necessary skills to extract information from your spreadsheets. This course will increase your competence in data analysis helping you meet those targets more efficiently and also prepares you for moving on to the Microsoft Excel Level 4 Course.

To get the most out of this course:

You will have attended the Burningsuit Microsoft Excel Level 2 Course. Or you have been using Excel for a reasonable length of time and you are competent in basic spreadsheet analysis work and have used formulas and functions. You now need to know how to use more complex functions and data analysis.

What you will learn:

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

The IF Function
Construct an IF function correctly to enter data into cells based on the result of a test.
Use Nested IF

Using an Excel Analysis Table
Use Table Styles to format large amounts of data for readability.
Use Table Styles to analyse data.
Using implicit names automatically generated by Tables.

Countifs and Sumifs Functions
Correctly construct the Countifs function to count up specific values in a range of values.
Correctly construct the SumIfs function to add up up specific values in a range of values.

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

Pivot Tables
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

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

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

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

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

Creating Advanced 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

SparkLines
Create Sparklines as an alternative to charts.
Quick Sparklines*

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

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