

This course is designed to follow-on from MS Excel Level Two (Intermediate). Having already familiarised yourself with the most efficient way of performing everyday tasks, and having covered some intermediate topics, it is now time to build on that knowledge. A large proportion of the course is dedicated to using the Database Features in MS Excel – this is a very powerful side to Excel that not many people utilise to its fullest potential. Useful functions such as IF and Lookups are covered in addition to automating tasks using Macros etc. It is highly recommended that you firstly attend Level Two (Intermediate) prior to attending Level Three as some of the topics covered in Level Two are essential for successful completion of Level Three.

Essentials and shortcuts

- ✓ An overview / recap of some essential Intermediate topics
- ✓ Run-through of shortcuts

Named Ranges

- ✓ Creating a named range
- ✓ Redefining a named range
- ✓ Using named ranges

Text Manipulation

- ✓ Upper / Lower/ Proper Functions
- ✓ Text to columns
- ✓ Concatenation
- ✓ Trim
- ✓ Right / Left / Mid Function

Database Features

- ✓ Sorting Records
- ✓ Using AutoFilter
- ✓ Removing duplicates
- ✓ Subtotalling lists
- ✓ Database Functions – DSUM / DAVERAGE / DMAX / DMIN / DCOUNT

Working with Pivot Tables

- ✓ Creating the Pivot Table Layout
- ✓ Refreshing Pivot Table Data
- ✓ Using PivotTable AutoFormat
- ✓ Filtering PivotTable Data
- ✓ Creating calculated fields
- ✓ Grouping dates and values

More on Functions

- ✓ Using the COUNT Functions
- ✓ Using LOOKUP Functions (Vlookup & Hlookup)
- ✓ Using the IF Function
- ✓ Using the SUMIFS Function / COUNTIFS
- ✓ Using IS Functions
- ✓ Creating Formulae with Nested Functions
- ✓ PMT Function

What IF Analysis

- ✓ Using Goal Seek
- ✓ Scenario Manager

Auditing

- ✓ Using the Auditing Toolbar
- ✓ Tracing Precedents & Dependents

Macros

- ✓ Recording & Running Macros
- ✓ Assigning a Macro to the quick access toolbar

Content, Worksheet & Workbook protection

- ✓ Data Validation
- ✓ Protecting Worksheets
- ✓ Protecting Workbook Access
- ✓ Assigning Password Protection
- ✓ Removing a Password
- ✓ Preventing Changes to a Workbook