



Microsoft Office Excel Level 3



IS THIS FOR YOU?

This course is for anyone who wants to gain the skills necessary to create a basic macro, collaborate with others, audit and analyse worksheet data and import and export data.

AIMS AND OBJECTIVES

You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets and share Excel data with other applications.

PRE-REQUISITES

Before starting this course, it is recommended that you take the Microsoft Office Excel Level 2 course.

ABOUT THIS COURSE

Lesson One – Streamlining Workflow

- Update Workbook Properties
- Create and Edit a Basic Macro
- Apply Conditional Formatting
- Add Data Validation Criteria

Lesson Two – Collaborating with other Users

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks

Lesson Three – Auditing Worksheets

- Trace Cells
- Troubleshoot Invalid Data and Formula Errors
- Watch and Evaluate Formulas
- Create a Data List Outline

Lesson Four – Analysing Data

- Create a Trendline
- Create Sparklines
- Create Scenarios
- Perform a What-If Analysis
- Create a One and Two Variable Table

Lesson Five – Working with Multiple Workbooks

- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Lesson Six – Importing and Exporting Data

- Export Excel Data
- Import a Delimited Text File

COURSE DURATION: 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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