

Microsoft Excel 2016/2013

Level 3

Course Overview

In this 2-day course, you will learn the more advanced features of Microsoft Excel. For example, you will learn how to apply and use range names. You will learn how to use the VLOOKUP function to retrieve data from a list, and what to do if your formula returns an error. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (Future Value) function and Goal Seek. You will learn how to create a simple form using Excel's set of form controls. Also, you will learn how to record macros for automating repetitive tasks and procedures. You will learn how to link and consolidate multiple workbooks. You will learn how to turn a list into a Table to work with the list more easily. You will also learn to use Advanced Filters to find data in a list or copy it to another location. You will also learn how to create Pivot Tables to efficiently summarize and rearrange data. And finally, you will learn about the Excel Data Model, a feature that allows you to compile data from multiple data sources into Excel to perform powerful data analysis. You will learn how to add data to the Data Model, and then create PivotTables to summarize the collection of data. Prerequisite Course: Excel Level 2 or equivalent experience.



Course Topics

Using Range Names and the VLOOKUP Function

- Using Range Names
- Modifying Range Names
- Using the VLOOKUP Function
- Using a Range Name in a Function
- Using the IFERROR Function with VLOOKUP
- Slowly Evaluating a Formula

Using Problem Solving Tools

- Auditing Formulas
- Creating and Displaying Scenarios
- Creating a Scenario Summary
- Using the FV (Future Value) Function
- Using the PMT (Payment) Function
- Solving a Problem with Goal Seek
- Using a Data Table
- Using the ROUND Function

Creating Forms

- Adding the Developer Tab to the Ribbon
- Creating Option Buttons using a Form Control
- Creating a Combo Box using a Form Control
- Creating a Scroll Bar using a Form Control
- Adding Calculations and Formatting
- About ActiveX Controls
- Creating a Combo Box using an ActiveX Control
- Creating Spin Buttons using an ActiveX Control
- Creating Options Buttons using an ActiveX Control

Recording Macros

- About Macros
- Recording Macros
- Running Macros
- Stopping a Macro
- Saving a File with Macros
- Opening a File Containing Macros
- Creating a Relative Reference Macro
- Creating an Absolute Reference Macro
- Adding a Macro to the Quick Access Toolbar
- Adding a Macro Button to the Worksheet

Linking Workbooks

- Managing Several Files at Once
- Linking Workbooks with Formulas
- Referencing Multiple Workbooks
- Resizing the Formula Bar
- Modifying the Source Data
- Updating the Target/Destination File
- Opening Source Files from the Target File
- Consolidating Workbooks

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Creating a Table

- Creating a Table
- Filtering and Sorting a Table
- Observing the Header Row
- Working with Calculated Columns
- Changing the Table Style
- Using the Total Row
- Using Slicers to Filter a Table
- Converting a Table Back to a Normal Range

Using Advanced Filters

- About Lists
- Reviewing Basic Filters
- Using an Advanced Filter
- Copying the Results to another Location
- Copying Unique Values
- Using Database Functions

Creating PivotTables to Summarize a List

- Using a PivotTable to Summarize Data
- Filtering PivotTable Data
- Accessing the PivotTable Tools
- Adding, Deleting, and Moving Data
- Hiding and Customizing Items
- Handling Dates in a PivotTable
- Using the FILTERS Area
- Displaying Source Data
- Using Slicers to Filter a PivotTable
- Refreshing PivotTable Data

Additional PivotTable Skills and PivotCharts

- Manually Grouping Items
- Displaying Only Top Values
- Applying PivotTable Styles
- Applying & Removing Numeric Formatting
- Calculating Percentages
- Creating a PivotChart

Using the Excel Data Model

- About the Excel 2013 Data Model
- Converting an Excel List to a Table
- Adding Excel Tables to the Data Model
- Adding Access Tables to the Data Model
- Adding a Text File to the Data Model
- Creating a PivotTable from the Data Model
- Understanding Data Model Relationships
- Creating Relationships in the Data Model
- Managing Relationships in the Data Model
- Modifying PivotTable Field Settings
- Refreshing PivotTable Data