

Microsoft® Excel Level 3 (Advanced)

Course Length: One Day

Prerequisites: Intro to PC's or basic computer knowledge; Excel Levels 1 and 2.

Course Description

This course is designed to give proficiency in performing advanced tasks, such as creating nested functions, working with data tables, exporting/importing data, performing what-if analyses, recording macros, and publishing worksheets as Web pages.

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Course Objectives

At the end of this course, students will be able to:

- Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data.
- Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable.
- Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases.
- Run a macro to perform tasks automatically; record macros to perform repetitive tasks; assign a macro to a button, and use the button to run the macro; edit a macro by editing VBA code; and create a custom function to perform calculations when built-in functions are not available.
- Publish a worksheet as an interactive Web page; republish a Web page; change the source data; publish a PivotTable as a Web page; and add fields to a PivotTable after publishing it by using a Web browser.
- Use the Goal Seek and Solver utilities to meet a target output for a formula by adjusting the values in the input cells; install and use Analysis ToolPak to perform statistical analysis; create scenarios to save various sets of input values that produce different results; and create views to save different sets of worksheet display and print settings.