



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Excel Level 3

Duration: 1 Day

Objectives: This course is designed for frequent users of Microsoft Excel. Users will see techniques for using the application in a more efficient manner and learn how to create more sophisticated formulae.

Prerequisites: This course is aimed at existing users of Microsoft Excel who have attended the Microsoft Excel Level 1 and Level 2 course or who have a good knowledge of Microsoft Excel.

Customising the work area

- Working with existing toolbars
- Creating a new toolbar
- Creating and using styles
- Creating templates

Data Maps

- Create a Data Map
- Placing a Data Map
- Formatting a Data Map

"What If" Scenarios

- Goal seeker
- Scenario Manager
- Create a Scenario
- Scenario Summary
- Solver

Auditing a Spreadsheet

- Audit a Worksheet
- Tracing Precedents
- Tracing Dependants
- Tracing Errors in Cells

Custom View

- Creating Custom Views
- Outline Rows/Columns
- Hide/Show Columns and Rows

Pivot Tables

- Creating pivot tables
- Working with pivot tables
- Viewing pivot tables at different levels

Data Tables

- One Variable Table
- Two Variable Table

Macros

- Record a Macro
- Assign a Macro to a shortcut key
- Assign a Macro to an Icon