

Microsoft Excel Level Three

Data Manipulation

One Day 9am to 2pm | \$295+GST per person | Maximum 4 in the class

The aim of this Level Three course is to build on the knowledge gained in the Level One “The Essentials” Excel course, and to extend the Excel users knowledge of the Database and Data Manipulation Tools in Excel. Including Pivot Tables, Advanced Filtering and Macros. By learning these tools, the participant will be able to manipulate large amounts of data easily. Attendees must be able to do basic arithmetic formulas and use the basic functions SUM, AVERAGE, MAX, MIN and COUNT. Level Two is not a pre-requisite to Level Three they can be done in any order they are different subject areas.

COURSE CONTENT

FILTERING

<input type="checkbox"/> NUMBER, DATE & TEXT FILTERS	<input type="checkbox"/> CLEAR & REMOVE FILTERS
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FORMATTING as a TABLE

<input type="checkbox"/> TABLE STYLES	<input type="checkbox"/> BANDED ROWS & BANDED COLUMNS
<input type="checkbox"/> TOTAL ROW & SUBTOTAL FUNCTION	<input type="checkbox"/> PAGE LAYOUT

NAMED RANGES

<input type="checkbox"/> CREATING A NAMED RANGE	<input type="checkbox"/> NAVIGATE NAMED RANGES
<input type="checkbox"/> EDIT & REDEFINE A NAMED RANGE	<input type="checkbox"/> DELETE A NAMED RANGE

ADVANCED FILTERING

<input type="checkbox"/> FILTER & EXTRACT RECORDS	<input type="checkbox"/> CRITERIA DEVELOPMENT
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DATABASE FUNCTIONS

<input type="checkbox"/> DSUM, DMAX, DMIN FUNCTION	<input type="checkbox"/> DCOUNT & DAVERAGE FUNCTIONS
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SUBTOTALS

<input type="checkbox"/> APPLY SUBTOTALS & COLLAPSE AND EXPAND	<input type="checkbox"/> CLEAR SUBTOTALS
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OUTLINING a WORKSHEET

<input type="checkbox"/> GROUP & UNGROUP	<input type="checkbox"/> CLEAR, COLLAPSE & EXPAND OUTLINE
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CUSTOM VIEWS

<input type="checkbox"/> CREATING CUSTOM VIEWS WITH PRINT SETTINGS	<input type="checkbox"/> SHOW A VIEW
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Remove DUPLICATES & DATA VALIDATION

<input type="checkbox"/> CREATING A DROP-DOWN LIST	<input type="checkbox"/> DATA VALIDATION DATES
<input type="checkbox"/> DATA VALIDATION WHOLE NUMBERS	<input type="checkbox"/> CIRCLE INVALID DATA & CLEAR CIRCLES

PIVOT TABLES

<input type="checkbox"/> CREATING A PIVOT TABLE	<input type="checkbox"/> SHOW & HIDE THE FIELD LIST
<input type="checkbox"/> SHOW & HIDE THE FIELD HEADERS	<input type="checkbox"/> FIELD LIST LAYOUT
<input type="checkbox"/> CHANGING VALUES TO ROWS OR COLUMNS	<input type="checkbox"/> CHANGING VALUE FIELD NAMES
<input type="checkbox"/> CHANGING VALUE FIELD NUMBER FORMAT	<input type="checkbox"/> CHANGING VALUE FIELD FUNCTIONS
<input type="checkbox"/> FILTER PIVOTTABLE FIELDS	<input type="checkbox"/> REFRESHING THE PIVOT TABLE
<input type="checkbox"/> CHANGE THE SOURCE DATA	<input type="checkbox"/> PIVOT TABLE OPTIONS
<input type="checkbox"/> DISPLAYING REPORT FILTER RECORDS ON SEPARATE WORKSHEETS	<input type="checkbox"/> WORK WITH PIVOT TABLE SLICERS
<input type="checkbox"/> SORTING A PIVOTTABLE	<input type="checkbox"/> COLLAPSING AND EXPANDING DETAIL
<input type="checkbox"/> SUMMARIZE VALUES BY	<input type="checkbox"/> SHOW VALUES AS CALCULATIONS
<input type="checkbox"/> PIVOTTABLE STYLES	<input type="checkbox"/> BANDED ROWS, BANDED COLUMNS
<input type="checkbox"/> ROW & COLUMN HEADERS & BLANK ROWS	<input type="checkbox"/> REPORT LAYOUT & GRAND TOTALS
<input type="checkbox"/> SUBTOTALS & MOVING A PIVOT TABLE	<input type="checkbox"/> PIVOT CHARTS

DATA CONSOLIDATION & MACROS

<input type="checkbox"/> DEVELOPERS TAB	<input type="checkbox"/> MACRO SECURITY
<input type="checkbox"/> MACRO ENABLED WORKBOOKS	<input type="checkbox"/> CREATING A MACRO IN THE ACTIVE WORKBOOK
<input type="checkbox"/> VIEWING MACRO CODE	<input type="checkbox"/> EXIT THE VISUAL BASIC EDITOR
<input type="checkbox"/> ADD MACROS TO QUICK ACCESS TOOLBAR	<input type="checkbox"/> ADD MACRO TO SHAPES, OBJECTS & KEY BOARD

PREPARE WORKBOOKS for DISTRIBUTION

<input type="checkbox"/> DOCUMENT PROPERTIES	<input type="checkbox"/> USING THE DOCUMENT INSPECTOR
<input type="checkbox"/> MARKING DOCUMENTS AS FINAL	<input type="checkbox"/> DIGITAL SIGNATURES
<input type="checkbox"/> ADDING DIGITAL SIGNATURES	<input type="checkbox"/> DIGITAL SIGNATURE LINE

EXCEL KEYBOARD SHORTCUTS